

Job description



Job title: *Administration Officer (VIP/Customer Visit Coordinator)*

Responsibilities:

- Be able to make the site general introduction and general plant tour
- Communicate and coordinate with the presenter to arrange the visitor visiting schedule
- Logistic arrangement and meeting facility preparation and set up
- Follow up the material update to the visit database
- Take care of any emergency happen when customer visit
- Consolidate the cost and allocate to related the cost center
- Support Administration & Facility Manager in facility management such as: Shuttle bus, Canteen, or other ad-hoc administration work

Requirements:

- Colleague or above, major in Business, English or Administration
- 3-5 years related working experiences in MNC
- Behave politely and professional
- Active, hard-working and strong sense of responsibility
- Good communication and interpersonal skills
- Good command of English and presentation skill
- Be good at MS office.