

Admin executive cum receptionist: Job description

Roles and responsibilities:

- Petty cash
- office maintenance
- Catering management
- Transportation arrangements
- Accommodation booking
- Travel ticket booking
- Stationery and other purchase part handling
- Housekeeping day to day role and functions tracking.

Requirements:

- 1-2 years of experience as admin executive/receptionist
- Basic computer skills
- Strong communication skills and knowledge in other languages are preferred.