



**I. Company** : OSK Construction Sdn Bhd  
(Formerly known as PJD Construction Sdn Bhd)

**II. Division & Department:** Construction

**III. Designation** : Receptionist cum Clerk

**IV. Job Descriptions/Job Responsibilities:**

- Positively represents the company in all interactions and promotes a positive impression to customers and visitors, attend to all guests and visitors' enquiries
- Attending to all incoming or outgoing calls appropriately and courteously, handling basic enquiries, transfer phone call and take message for related staff
- Managing on correspondence, to handle all departments outgoing mail, courier services, dispatch, sort and distribute all incoming faxes or mail
- Attending to all incoming or outgoing calls, handling basic enquiries, transfer phone calls and take messages when necessary
- Attending to incoming guests, customers and /or visitors
- Collect, sort, distribute incoming and/or outgoing mails and faxes, courier pick-up and deliveries and post
- To perform any ad-hoc matters assigned by superior
- General clerical, typing, photostating and filing when required

**V. Job Requirements:**

- Candidate must possess at least a Primary/Secondary School/SPM/"O" Level, Professional Certificate, Diploma, Advanced/Higher/Graduate Diploma, any field.
- At least 2 year(s) of working experience in the related field is required for this position.
- Preferably Junior Executives specializing in Customer Service or equivalent.
- Full-Time position available.

**VI. Work Location** : Faber Tower

**VII. HR Contact Details (HR Contact No., Address and E-mail):-**

Contact Name : Maddy / Jasbinder  
Telephone No. : 03-2162 1111 (ext. 223 / 204)  
E-mail : [recruitment.oskh@oskgroup.com](mailto:recruitment.oskh@oskgroup.com)  
Address : Level 17, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur

**VIII. Closing Date** : 31 May 2018