

## **JOB DESCRIPTION: RECEPTIONIST**

### **Job Responsibilities:**

- Welcome and assist customers, partners, and employees visiting the company.
- Receive, distribute, and process letters, parcels, and dispatches.
- Sign, circulate, and manage documents, records, and certificates as required by various departments/offices.
- Manage and organize documents, papers, and archive records according to company regulations.
- Perform other tasks as assigned.

### **Requirements:**

- University or college degree or higher.
- Proficiency in Chinese (HSK Level 3 or above).
- Proficient in using office software (e.g., MS Office).
- High sense of responsibility and attention to detail.
- Strong time management skills.
- Ability to handle situations sensitively with logical thinking.

### **Benefits:**

- **Salary:** 8,000,000 - 10,000,000 VND (based on experience and ability)
- 2-month probation period (85% of salary during probation).
- Full participation in mandatory benefits: social insurance, health insurance, unemployment insurance, and paid holidays according to the law.
- Work in a dynamic, friendly, and sociable environment with supportive colleagues.

**Working Hours:** 8:30 AM - 5:30 PM (1-hour lunch break)

**Location:** 267 Pham Van Dong, Ward 1, Go Vap District, Ho Chi Minh City