

JOB VACANCY ADVERTISEMENT

Jawatan	: Receptionist (Temporary – 1-Year Contract)
Penempatan	: Putrajaya
Kategori	: Non-Executive

RESPONSIBILITY

Responsible as the organisation's front liner in welcoming and managing guests and visitors in a professional manner, maintaining the organisation's image and reputation, ensuring smooth operation of the front desk, as well as assisting in basic administrative duties and compliance with visitor security control.

DUTIES

- Welcome and manage the arrival of visitors and guests
- Handle incoming phone calls and general enquiries
- Manage visitor registration and in-out movement records
- Receive, record and distribute mail, documents and parcels
- Assist in basic administrative duties at the front counter
- Administer and monitor cleanliness and facilities for two (2) office levels, including coordination with cleaning service providers
- Perform other duties as assigned from time to time

QUALIFICATIONS:

- Minimum SPM / Certificate / Diploma in a related field;
- Good communication skills in both Bahasa Malaysia and English;
- Proficient in computer usage and basic software (Microsoft Word, Excel, Email);
- Neat appearance, polite, dedicated and disciplined;
- Experience as a receptionist will be an added advantage

Candidates who meet all the required criteria will undergo a careful selection and evaluation process. Please email your application to recruitment@st.gov.my no later than **15 January 2026**.