



Insworld Institute is a secondary school in Singapore teaching local and international students a British curriculum, adapted to suit the needs of the international learner.

We work only with small class sizes (4-12 students), allowing us to focus the needs of each individual learner.

## RECEPTIONIST

Responsibilities :

- Answering, screening and forwarding incoming phone calls
- Receiving and sorting daily mail
- Receiving visitors at the front desk by greeting, welcoming, directing them appropriately
- Implementing and maintaining effective record keeping (electronic and/or hard copy)
- Other clerical/administrative duties as and when required

Job Requirements

- Educated to at least 'O' level standard
- Excellent spoken and written English
- Ability to work accurately in a busy office environment
- Self-motivated and enthusiastic approach
- Ability to show initiative
- Ability to maintain positive working relationships with all staff

**Interested applicants kindly send your resume to [hrm@insworld.edu.sg](mailto:hrm@insworld.edu.sg).**

*(We thank you for your application and regret that only shortlisted candidates will be notified)*