



<https://jobcitylive.com/jobs/receptionist-cum-personal-assistant-job-in-meridian-energy-pte-ltd/>

## Receptionist cum Personal Assistant

### Job Location

City Hall, Central Region, Singapore  
Remote work from: SG

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### Base Salary

SGD 2000 - SGD 2800

### Qualifications

Diploma or equivalent education in business, administration, or related fields.

### Employment Type

Contractor

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### Description

#### Receptionist cum Personal Assistant Job in Meridian Energy Pte. Ltd

Are you organized, professional, and enjoy interacting with people? Meridian Energy Pte. Ltd is looking for a Receptionist cum Personal Assistant to join our team. In this role, you will manage front desk duties while also assisting senior executives with their daily tasks. If you have a positive attitude and enjoy multitasking, we'd love to hear from you!

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### Responsibilities:

- Greet and welcome visitors with a friendly and professional attitude.
- Answer phone calls, emails, and handle inquiries promptly.
- Manage the front desk area and ensure it is clean and organized.
- Schedule and coordinate meetings, appointments, and travel arrangements.
- Handle correspondence and distribute mail to the appropriate departments.
- Maintain and update office records and filing systems.
- Provide administrative support to senior management.
- Prepare meeting materials, reports, and presentations as needed.
- Monitor office supplies and place orders when required.
- Assist with organizing company events or meetings.

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### Skills:

### Hiring organization

Meridian Energy Pte. Ltd

### Date posted

January 15, 2025

### Valid through

28.02.2025

APPLY NOW

- Excellent communication and interpersonal skills.
- Strong organizational and time management abilities.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Ability to handle multiple tasks and prioritize effectively.
- Professional appearance and demeanor.

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**Qualifications:**

- Diploma or equivalent education in business, administration, or related fields.
- Formal training in office administration is an advantage.

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**Experience:**

- At least 1-2 years of experience in a receptionist or administrative role.
- Experience working as a personal assistant is preferred.

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If you are detail-oriented, proactive, and eager to support a dynamic team, join Meridian Energy Pte. Ltd today! Apply now and take the next step in your career.

**Important Links**