

We want experts at getting things

Done.

Investment banking is a highly demanding, highly driven and highly rewarding profession. If you think you have what we are looking for, please apply online or submit your application with a comprehensive resume to:

OSK Investment Bank Berhad (14152-V)
(A Participating Organisation of Bursa Malaysia Securities Berhad)
Group Human Resources Department
20th Floor, Plaza OSK, Jalan Ampang, 50450 Kuala Lumpur
Website : www.oskgroup.com

For all positions, BUMIPUTERAS are encouraged to apply. Only shortlisted candidates will be notified.

OSK Investment Bank
Let our expertise work for you

Kuala Lumpur • Singapore • Hong Kong • Shanghai • Phnom Penh • Jakarta

RECEPTIONIST

(SS2, Selangor)

Responsibilities:

We are seeking dynamic and dedicated individuals to join our team.

- Attend to all incoming calls, take messages and direct calls where appropriate
- Attend to customers' enquiries and provide excellent customer service
- Assist in filing, distributing circulars, invoices and statements to tenants
- Attend to tenant's complaints on daily operational issues and direct the issues to the Operations Executive or respective department for necessary action

Requirements:

- Minimum SPM qualification. Candidates with relevant certificates would have an added advantage
- Minimum 2 years of relevant working experience
- Fluent in spoken and written English and Bahasa Malaysia
- Good communication skills in English and Bahasa Malaysia. Ability to converse in Mandarin and/or Cantonese would be an added advantage
- Pleasant personality