



Asian Reinsurance Corporation

Asian Reinsurance Corporation is an inter-governmental organization established in 1979 under the UN/ESCAP to promote regional cooperation in the field of reinsurance writing a diversified book of facultative and treaty reinsurance from Asia, Africa and Middle-East.

The Corporation is looking for an energetic, committed, graduate to join our organization.

Current Vacancy: Receptionist **(1 Position)**

Position: Assistant

Full-Time position

Requirements : Experience & Aptitude :

- Bachelor's Degree in any field
- Experience in secretarial duties would be an advantage **or** fresh entry level
- Good command of English
- Maximum Age 35 years

Duties & Responsibilities :

- Operate incoming and outgoing call and fax messages appropriately
- Monitor and greet all visitors with good courtesy
- Monitor use of supplies, Stationery and Amenities and replenish as and when needed
- Maintain stock record and inventories
- Receive , distribute mail and courier arrangement
- Monitor and record incoming magazines and reports as well as renew subscription
- Assist in carry out support functions such as repair and maintenance of office equipment
- Handle and follow up Health Insurance Claim
- Assist in preparation for meetings
- Other administrative assignments as allotted by Supervisor/Officers

Remuneration: Salary & Benefits commensurate with qualifications and experience. Review on annual basis. Ample opportunities provided for career development and progress.

Appointment is subject to satisfactory evidence of good health.

Application with duly filled application form and detailed CV should be sent for the attention of Mrs. Thararat Peamsanga

17th Floor, Tower B, Chamnan Phenjati Business Center, 65 Rama IX Road, Huaykwang, Bangkok 10320, Thailand

E-mail : asianre@asianrecorp.com

Phone : 02-2452169, 02-2452190, 02-2452197-9

Fax : 02-248 8011, 02-248 13377

(For further information please contact : Khun Thararat)