
JOIN THE LEADERS TO FORM A WINNING TEAM!



Polar Instruments (Asia Pacific) Pte Ltd

Polar Instruments (Asia Pacific) Pte Ltd has under its umbrella, franchises for some of world's leading product and service providers for PCB design, testing, repair and quality control solutions. We provide market development, marketing, sales and after sales support, for our principals' products in the dynamic Asia Pacific region that covers countries from Australasia / Japan to the Middle East.

Our main Principal is Polar Instruments Ltd, UK one of the world's leading designers and manufacturers of PCB design and test solutions for high speeds electronics. Polar products are widely used in the assembled and bare-board printed circuit board industry worldwide and our customers include many "blue chip" MNCs in Asia Pac region.

For more information on our Company: www.polarinstruments.asia

In line with our dynamic expansion plans in the region, we have immediate vacancies for self-driven and independent individuals for the following position at our Singapore head office.

RECEPTIONIST CUM ADMINISTRATIVE ASSISTANT

Requirements:

- GCE "N" Level /O-Level, Preferably NITEC in Office Skills
- 2-3 years similar experience
- PC literate - MS Office Applications
- Good Interpersonal and communication skills
- Fluent in written and spoken English
- Team Player
- Able to start work in July

Responsibilities:

1. To assist in all office administrative functions like file maintenance, office up keep supervision, postage - collection, receipt, distribution and dispatch within or outside the office.
2. To provide secretarial and back office support to the Directors and employees of the company as and when requested.
3. To answer phone calls and attend to visitors during office hours.
4. To help set-up and maintain various manpower and property related administrative procedures for the company.

5. To handle faxing, email and other communication between the local company, Principal's offices and branches, distributors, customers and suppliers.
6. To order stationery, pantry items and maintain the general upkeep if the office.
7. To help in organizing Company Events.
8. To take responsibility of any other assigned jobs as requested by the company from time to time.

Further Information

5 Days work week 9: 00 am to 5.30 pm

Location – Bukit Merah

Singaporean and PR Only.

Salary –Negotiable

Position is available July 1st 2011.

Polar Instruments (AP) Pte Ltd offers future growth and learning opportunities to the candidate in areas of Accounting, Customer Relationship Management, Payroll and Sales and Marketing.

To Apply: Send your updated resume, photo and expected salary to recruit@polarinstruments.asia