



We are one of the Thailand's leading educational consultancies with a developing capability in South East Asia. The firm was founded in Bangkok in 1986 and specializes in counseling clients who are seeking appropriate academic programs overseas. We would like to invite enthusiastic candidates to apply for the following positions:

Reception and Liaison Officer

Responsibilities:

- To receive and welcome company visitors and facilitate them as necessary
- Be the primary "first" contact for the company, receive and allocate both local and overseas calls
- Counsellors and Student Services support and liaison
- Assist the team in local and overseas co-ordination and administration matters
- Assist in travel and hotel arrangements for local staff and overseas visitors

Qualifications:

- Thai natinality
- Male / Female
- Vocational or Bachelor Degree in Business or related field
- Strong knowledge in telephone handling skills
- Service oriented, highly motivated with problem-solving skills
- Good command of spoken and written English with strong interpersonal skills
- Pleasant personality
- Computer literate

Interested applicants are invited to send their application with full resume indicating qualifications and experience, academic transcript, expected salary and recent photo to:

Contact Name: Khun Napa

E-mail: napa@mentor.ac

Tel : 081-361-0008