



Vacancy Announcement No. YIG16060305

Job title:	Receptionist
Job location:	Yangon
Accountable to:	HR Executive
Salary:	Negotiable
No of Position:	3

General presentation

Young Investment Group (Y.I.G) is a leading international private company in Myanmar employing more than 2,526 local human resource talents, and operating 16 principle subsidiaries in Myanmar, China and Singapore. Established in 1998, Y.I.G has grown exponentially while maintaining a strong reputation as the fastest and youngest conglomerate company in today's time with more than hundred Million dollars of Sales Revenue recorded in 2012.

We employ a diverse group of experts to manage our growing businesses. We respect the fundamental rights of our employees and are accountable to provide safe environment conducive to work with a comprehensive occupational safety policy and standards. We promote career growth for our employees through continuous training and advancement programs to sharpen their skills and pave the way for their career growth within our organization.

Please feel free to visit yigmm.com for more information!

Duties & Responsibilities:

- To greet visitors warmly and make sure they are comfortable.
- To answer all inquiries about the company.
- To ensure a good communication between themselves and all others in department.
- To keep the front desk/counter cleans well and tidy.
- To control inventory this is relevant to the reception area.
- Perform additional task as assigned by the Supervisor.

Requirements:

- 10 stand passed and above
- Age between 20 – 25years
- Good appearance and smart
- Good communication and interpersonal skills.
- Basic computer skill
- Communicable English (speaking, listening & writing skills)
- Young and energetic person

Application:

Please send your application letter, CV and passport-sized photo, copies of education qualifications and references to:

Attention: Human Resource Officer
Young Investment Group
No. (886/ 888), Pyay Road, 9 Mile, Mayangone
Yangon, Myanmar.
Email to humanresource@yigmm.com

Not later than **Thursday, 16th June 2016.**

- **Only the shortlisted candidates will be contacted.**
- **Please clearly mention the announcement no and job title in the Subject line.**
- **If you apply online, please send email applications in Microsoft word or PDF format.**