



Pacific Basin

With you for the long haul



Pacific Basin is one of the world's leading owners and operators of modern Handysize and Supramax dry bulk ships. We are listed in Hong Kong and operate globally with a fleet of over 260 ships trading worldwide. Our team comprises about 4,300 seafarers and over 400 shore staff in 14 key locations around the world.

Job Title	Receptionist	Location	Hong Kong
Department	Administration	Reporting Line	Administration Manager

Role Summary	We are seeking a receptionist to support smooth office communication and create a positive first impression for anyone entering the workplace.
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Internal Stakeholders	Various personnel across all departments.
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Responsibilities	• Perform general reception duties including answering enquires and greeting guests; • Meeting Rooms management including video conferencing and meeting setup; • Handle incoming and outgoing local and international mail and courier parcels; • To assist in and provide support for Administration team projects such as company events; • Perform the full spectrum of office administrative support as needed from time to time; • Assist in ad hoc duties as and when required.
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Skills Capabilities Qualifications	• Diploma or higher qualification; • Minimum two (2) years' relevant experience in service industries; • Good at talking into and listening on a telephone; • Experience with administrative and clerical procedures; • Able to prioritize and work efficiently in a fast-paced environment; • High proficiency in spoken English, Cantonese and Putonghua; • Familiarity with Office 365 software suite, especially Outlook, Word and Excel; • Candidates are eligible to work in Hong Kong.	Attributes, Personality	• Helpful, happy person by nature; • Responsible and mature team player.
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If you are selected, you will be continuously assessed not only on the basis of your performance, but also on the basis of your attitude and behavior. Cultural fit and adherence to Company values is of paramount importance. We are committed to fostering a diverse, equitable, and inclusive workplace where all colleagues feel valued and empowered to bring their authentic selves to work. Please apply with a full résumé, salary expectation and contact details to the Human Resources Department at recruiting@pacificbasin.com. We only accept CVs in pdf format. Please make sure there is a covering message and specify the position for which you are applying. (Application deadline: 11 February 2026)

All applications will be treated in strict confidence and used solely for recruitment purposes.