

Job Summary

The Receptionist is responsible for providing front-desk support, greeting visitors, handling incoming calls, and performing various administrative tasks to ensure smooth office operations. The ideal candidate is professional, organized, and has excellent communication skills.

Key Responsibilities

- Greet and welcome visitors in a professional and friendly manner
- Answer, screen, and forward incoming phone calls
- Maintain the reception area and ensure it is tidy and presentable
- Receive, sort, and distribute mail and deliveries
- Schedule appointments and maintain calendars
- Assist with administrative tasks such as filing, data entry, and photocopying
- Maintain office security by following procedures and controlling visitor access
- Provide basic information to clients and customers
- Coordinate with other departments as needed

Required Skills and Qualifications

- High school diploma or equivalent (Associate's degree preferred)
- Proven experience as a receptionist, front desk representative, or similar role
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Excellent verbal and written communication skills
- Strong organizational and multitasking abilities
- Professional appearance and attitude
- Ability to handle sensitive information with confidentiality

Preferred Qualifications

- Experience with office equipment (multi-line phone systems, printers)
- Customer service experience
- Basic knowledge of office management procedures

If Interested Share Resume on 9326904419