

Construction / Engineering / Architects
Baluwatar
<https://www.awddel.com>

Front Desk Representative

Basic Information

Job Category : Documentation / Office Assistant / Clerk

Job Level : Top Level

No. Of Vacancies : 1

Employment Type : Full Time

Job Location : Baluwatar

Offered Salary : Negotiable

Apply Before : 2024-05-11 (8 Days, 6 Hours From Now)

Job Specification

Education Level : Intermediate

Education Required : +2/Bachelors Running

Experience Required : Fresher Can Apply

Other Specification

1. High school diploma or equivalent.
 2. Proven experience as a receptionist or in a similar role is preferred.
 3. Excellent verbal and written communication skills.
 4. Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
 5. Strong organizational and multitasking abilities.
 6. Ability to work independently and as part of a team.
 7. Professional appearance and demeanor.
 8. Ability to maintain confidentiality and handle sensitive information with discretion.
 9. Flexibility to work during regular business hours, including occasional evenings and weekends if needed.
-

Job Description

1. Greet and welcome guests in a courteous and professional manner.
2. Answer and direct phone calls to the appropriate parties.
3. Maintain a tidy and organized reception area.
4. Manage incoming and outgoing mail and packages.
5. Assist with administrative tasks such as data entry, filing, and photocopying.
6. Schedule appointments and meetings as requested.
7. Provide information to visitors and clients regarding company services and procedures.
8. Coordinate with other departments to ensure smooth operations.
9. Handle customer inquiries and resolve issues promptly and efficiently.
10. Assist with special projects and other duties as assigned by management.