

Vacancy for Receptionist

Job Title: Receptionist

Job Type: Full-Time

Key Responsibilities:

Greet and welcome visitors with a positive, professional attitude.

Answer and direct phone calls in a timely and friendly manner.

Manage office supplies and ensure the reception area is tidy and presentable.

Schedule appointments and manage meeting rooms.

Assist with administrative tasks such as filing, scanning, and data entry.

Handle incoming and outgoing mail.

Support the team with additional duties as required.

Requirements:

Previous experience as a receptionist or in a similar administrative role.

Excellent communication and interpersonal skills.

Proficiency in Microsoft Office (Word, Excel, Outlook).

Strong organizational and multitasking abilities.

Attention to detail and ability to work in a fast-paced environment.

A positive attitude and a commitment to providing excellent customer service.

Benefits:

Competitive salary.

Friendly and supportive work environment.

Opportunities for growth within the company.