



SUMMARY:-

Role : Receptionist (Female only)
Experience : 2 to 4 years
Education : Any graduate preferable not compulsory
Industry type : Any Industry
Functional Area : Front Office Management & Administration
Age : 24 – 30 yrs.

DESIRED CANDIDATE PROFILE:-

- Should have minimum 2 year of experience as receptionist.
- Should have sound knowledge of administration and office work.
- Should have good communication skills both written as well as verbal.

JOB DESCRIPTION:-

- To maintain communication system internal & external receive, direct and relay telephone, fax & email messages.
- Responsible for providing secretarial, clerical and administrative support in order to ensure that all civic services are provided in an effective and efficient manner.
- Responsible for the hospitality of guests, visitors, auditors visiting the company.
- To maintains safe and clean reception area by complying with procedures, rules, and regulations.
- Post & Courier management
- Company guest house management.
- Boarding, Lodging & Transport management for employees and visitors.
- Maintain the general filing system and file all correspondence assist in the planning and preparation of meetings, conferences and routing activity.