

Receptionist Job Responsibilities:

Serves visitors by greeting, welcoming, and directing them appropriately.

Notifies company personnel of visitor arrival.

Maintains security and telecommunications system.

Informs visitors by answering or referring inquiries.

Directs visitors by maintaining employee and department directories.

Maintains security by following procedures, monitoring logbook, and issuing visitor badges.

Operates telecommunication system by following manufacturer's instructions for house phone and console operation.

Keeps a safe and clean reception area by complying with procedures, rules, and regulations.

Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.

Contributes to team effort by accomplishing related results as needed.

Working Hours- 09:00 AM - 06:00 PM

Working Days- Monday - Saturday

Receptionist Qualifications / Skills:

Telephone Skills

Verbal Communication

Listening

Professionalism

Customer Focus

Organization

Informing Others

Handles Pressure

Supply Management

Education, Experience, and Licensing Requirements:

University/college degree is an asset

Familiarity with phone systems

Previous experience with Microsoft Office software preferred

Offered Salary - 10000 - 15000 per Month

Please share your cv at - hr@myhemis.com