



## Receptionist / Admin

**Start Date: 01/09/2021**

### Responsibilities

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate areas of interest
- Book meetings and schedule events
- Maintain internal databases
- Submit expense reports
- Keep employee records (physical and digital)
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing
- Handle queries from managers and employees
- Update office policies and ensure compliance with them
- Other Ad hoc duties as required by the business.

### Pre-requisites:

- Proven work experience as a Receptionist,
- Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Professional attitude and appearance
- Solid written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude
- High school degree; additional certification in Office Management is a plus

**Salary: In line with National Minimum Wage and Living Cost, based on experience**