



Front Desk Officer

- **Vacancy for:** 1
- **Posted on:** March 16, 2018
- **Deadline:** March 23, 2018, 11:55 p.m.

Basic Job Information

Job Category : Secretarial / Front Office / Data Entry
Job Level : Entry Level
Employment Type : Full Time
Offered Salary : Negotiable

Job Specification

Education Level : Under Graduate (Bachelor)
Experience Required : More than or equal to 1 year

Other Specification

- Proficient with Microsoft Office
 - Professional appearance
 - Solid communication skills both written and verbal
 - Ability to be resourceful and proactive in dealing with issues that may arise
 - Ability to organize, multitask, prioritize and work under pressure
 - Excellent organizational and time-management skills
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Job Description

- Serve visitors by greeting, welcoming, directing and announcing them appropriately
 - Answer, screen and forward any incoming phone calls while providing basic information when needed
 - Receive and sort daily mail/deliveries/couriers
 - Update appointment calendars and schedule meetings/appointments
 - Perform other clerical receptionist duties such as filing, photocopying, collating, faxing etc.
 - Answering questions and addressing complaints
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-officer-365/>

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