



Front Desk Representative

- **Vacancy for:** 6
- **Posted on:** Sept. 17, 2018
- **Deadline:** Sept. 27, 2018, 11:55 p.m.

Basic Job Information

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

Job Specification

Education Level : Higher Secondary (+2/A Levels/Ib)
Experience Required : Not Required

Other Specification

- Must at least have 1 year prior experience
 - Must have completed intermediate level (Bachelors preferred)
 - Must be very proficient in English
 - Strong interpersonal and presentation skills
 - Pleasing and outgoing personality
 - Ability to work in a team
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Job Description

- Responsible for handling front desk activities efficiently
 - Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail
 - Handle all the visitors & keep the records of the visitors
 - Handle complaints and any other grievances
 - Scheduling appointments
 - Verifying identification and signing in clients
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Applying Procedure

Apply Link : <https://merojob.com/front-desk-representative-8/>

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