

Position	Responsibilities	Criteria/Qualification/Documents required
Receptionist	<p>Greeting and Welcoming Visitors</p> <ul style="list-style-type: none"> ✓ Greet clients, visitors, and employees warmly as they arrive. ✓ Direct guests to the appropriate person or department. <p>Managing the Front Desk</p> <ul style="list-style-type: none"> ✓ Answer, screen, and forward incoming phone calls. ✓ Respond to inquiries via phone, email, or in person professionally. ✓ Keep the reception area clean and organized. <p>Scheduling and Appointments</p> <ul style="list-style-type: none"> ✓ Manage meeting room bookings and appointments. ✓ Coordinate calendars and schedules for staff, if required. ✓ Inform staff of guest arrivals or scheduled meetings. <p>Handling Mail and Deliveries</p> <ul style="list-style-type: none"> ✓ Receive, sort, and distribute mail, packages, and deliveries. ✓ Manage outgoing correspondence. <p>Administrative Support</p> <ul style="list-style-type: none"> ✓ Assist with basic administrative tasks like data entry, filing, photocopying, and faxing. ✓ Maintain records, forms, and 	<ul style="list-style-type: none"> • Application with CV/Resume • CID Copy • Medical Fitness Certificate • Security Clearance • NOC if employed • Education: Preferred Minimum class 10 • Experience: Experience in relevant field



	<p>documents as needed.</p> <ul style="list-style-type: none"> ✓ Monitor office supplies and order replacements when necessary. <p>Communication</p> <ul style="list-style-type: none"> ✓ Serve as the first point of contact for communication in the office. ✓ Relay messages to the appropriate personnel. <p>Security and Visitor Logs</p> <ul style="list-style-type: none"> ✓ Manage visitor sign-in logs and issue visitor badges. ✓ Ensure office security protocols are followed (e.g., monitoring guest access). <p>Managing Office Systems</p> <ul style="list-style-type: none"> ✓ Operate and maintain office equipment like copiers, printers, and phone systems. ✓ Report technical issues or malfunctions to the IT or maintenance team. <p>Providing Information</p> <ul style="list-style-type: none"> ✓ Provide general information about the company or its services to callers and visitors. ✓ Offer directions or assist guests with queries. <p>Supporting Team Members</p> <ul style="list-style-type: none"> ✓ Assist other departments with minor administrative tasks as needed. 	
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