

# Receptionist



ahmareagle@gmail.com

Phone :

Web :

## Job Summary

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Vacancy :

Deadline : Jan 01, 1970

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Employment Status : Full Time

Experience : Any

Salary : 20000

Gender : Any

Career Level : Any

Qualification :

## Job Description

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We are looking for a friendly, organized, and professional **Receptionist** to join our team. The Receptionist will be the first point of contact for our company, providing excellent customer service to clients and visitors. The ideal candidate should have strong communication skills, a welcoming personality, and the ability to handle multiple tasks efficiently.

### Responsibilities:

- Greet and welcome visitors in a professional and courteous manner
- Answer and direct phone calls to the appropriate departments
- Manage front desk activities, including receiving and distributing mail
- Schedule appointments and maintain calendars
- Provide information to clients and respond to inquiries
- Maintain a tidy and organized reception area
- Assist with administrative tasks as needed

### Requirements:

- High school diploma or equivalent
- Proven experience as a receptionist or in a similar role
- Excellent verbal and written communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- Strong organizational and multitasking abilities
- Friendly and professional demeanor
- Ability to work independently and as part of a team

## Education & Experience

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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