Receptionist



ahmareagle@gmail.com
Phone :
Web :

Job Summary

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

Job Description:
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

Must Have

Educational Requirements

Compensation & Other Benefits