

Circular Details

Job Title : Receptionist

Designation : Frontdesk

Experience : 3 years

Age : 25 - 40

Salary Range : Negotiable

Vacancy : 1

Posted Date : 05.22.2023

Last Date to Apply : 07.10.2023

Receptionist Job Description

Greet vendors, customers, job applicants and other visitors and arrange for transportation services when needed. Direct visitors by maintaining employee and department directories. May operate a switchboard to route incoming calls and place outgoing calls. Maintain security by following procedures, monitoring logbook and issuing visitor badges.

Requires a high school diploma or its equivalent with 0-2 years of experience in the field or in a related area. Has knowledge of commonly-used concepts, practices and procedures within a particular field. Rely on instructions and pre-established guidelines to perform the functions of the job. Work under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a supervisor or manager. Possess excellent communication and multitasking skills, a positive attitude and a strong work ethic.

Responsibilities:

Greet clients as soon as they arrive and connect them with the appropriate party

Answer the phone in a timely manner and direct calls to the correct offices

Create and manage both digital and hardcopy filing systems for all partners

Make travel arrangements and schedule meetings based on all partners' itineraries

Deal with bookings by phone, e-mail, letter, fax or face-to-face

Complete procedures when Guests arrive and leave

Prepare bills and take payments

Take and pass on messages to Guests

Deal with special requests from Guests

Answer questions about what the hotel offers and the surrounding area

Deal with complaints or problems

Answer telephone calls and take messages or forward calls

Schedule and confirm appointments and maintain event calendars

Check visitors in and direct or escort them to specific destinations

Inform other employees of visitors' arrivals or cancellations

Enter customer data and send correspondence

Copy, file and maintain paper or electronic documents and records

Handle incoming and outgoing mail

Receptionist top skills & proficiency:

Customer Service

Overachieving Attitude

Work Ethic

Verbal and Written Communication

Friendly

Professional

Adaptable

Patience

Problem Solving Skills

Accuracy and Attention to Detail

Integrity

Interpersonal Skills

Telephone Skills

Microsoft Office Skills

Listening

Professionalism

Customer Focus

Organization

Handle Pressure

Supply Management