

VACANCY - RECEPTIONIST

Overall Job Purpose:

Our client is seeking for a friendly, professional, and organized **Receptionist** to manage the front desk and provide administrative support to ensure efficient operation of the office. As the first point of contact for clients and visitors, the ideal candidate will possess excellent communication skills, a positive attitude, and a commitment to delivering outstanding customer service.

Specific Duties and Responsibilities:

- I. **Communication:** Answering phones, taking messages, and directing calls appropriately. Handling incoming and outgoing correspondence, including emails and letters.
- II. **Scheduling:** Managing calendars, scheduling appointments, and coordinating meetings.
- III. **Record Keeping:** Organizing and maintaining files, both physical and digital. Implementing and developing office procedures and record systems.
- IV. **Document Preparation:** Typing, preparing, and collating reports, memos, and other documents. Assisting with presentations and other document-related tasks.
- V. **Meeting Support:** Preparing agendas, taking minutes, and ensuring meetings run smoothly.
- VI. **Office Management:** Maintaining office supplies, coordinating travel arrangements, and managing office logistics.
- VII. **Client and Visitor Relations:** Greeting visitors, directing them to the appropriate personnel, and providing general assistance.
- VIII. **Confidentiality:** Handling sensitive information with discretion and maintaining confidentiality.
- IX. **Supervision:** Supervising junior staff or new employees.
- X. **Financial Tasks:** Documenting financial information, managing expenses, and assisting with bookkeeping.

Essential Skills:

- **Communication Skills:** Excellent verbal and written communication is crucial for interacting with colleagues, clients, and visitors.
- **Organizational Skills:** The ability to organize tasks, prioritize workloads, and manage multiple responsibilities effectively is essential.
- **Technical Skills:** Proficiency in using office software, including word processing, spreadsheets, and email.
- **Problem-Solving:** The ability to identify and resolve issues efficiently and effectively.
- **Time Management:** The ability to manage time effectively and meet deadlines.

Kindly forward your Resumes today to: -

info@kingscommodities.com

cc. rimui27@yahoo.com

Interviews will take place next week Monday.