

Job Summary:

We are seeking a reliable and professional receptionist to manage incoming calls and emails, ensuring smooth communication between the company and its clients. The ideal candidate will provide courteous and efficient assistance while handling routine administrative tasks.

Key Responsibilities:

- Answer and direct phone calls in a polite and friendly manner.
- Manage and respond to emails professionally and promptly.
- Greet and assist visitors, ensuring they are directed to the appropriate person or department.
- Maintain a clean and organized reception area.
- Handle basic administrative tasks such as data entry, filing, and scheduling appointments.
- Coordinate with internal teams to ensure smooth flow of communication.

Requirements:

- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Professional and friendly demeanor.
- Proficiency in using email, phone systems, and office software (e.g., MS Office).
- Previous experience in a receptionist or customer service role is preferred but not required.