

Receptionist – Job Description

Title:

Receptionist

Reports to:

Business Manager

Role Description:

Duties & Tasks:

- Answering, screening and distributing all incoming calls
- Database Management
- Meeting and greeting visitors and guests
- Managing room bookings
- Document Preparation: Letter typing, reporting etc
- Sorting and distributing incoming/outgoing mail
- Stationary and hospitality ordering
- Processing visitor cards and members prayer requests
- Provide admin support to team: Faxing, photocopying, filing / archiving, payment processing
- Any other day to day administrative duties as required

Requirements:

To be successful in this role you must be enthusiastic and be able to demonstrate a real “can do” attitude in the way you work. We have high standards and expect that you will too!

You will also need:

- To be well spoken and have a highly professional telephone manner – even when under pressure!
- Fantastic communication skills – both written and verbal
- Impeccable personal presentation
- Flexibility in your approach to work and the capacity to multi task
- At least 1-2 years experience in a similar office admin role – reception experience is preferred
- Excellent customer service skills and the ability to problem solve
- A solid working knowledge/high-level proficiency in MS Office suite