

Receptionist

Location Delhi	CTC 2.4-3.6 L P.A.	Category Front Office	Posted on Dec-2018	Posted by K
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Requirements

- 2-4 years of experience in similar profile

Skills

- MS Office
- Proficiency in English - Oral & Written
- Office & People Management
- Customer Service

Key Responsibilities

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Directs visitors by maintaining employee and department directories; giving instructions
- Maintains safe and clean reception area by complying with procedures, rules, and regulations
- Maintains continuity among work teams by documenting and communicating actions, irregularities, and continuing needs
- Answer, screen and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)
- Provide basic and accurate information in-person and via phone/email
- Receive, sort and distribute daily mail/deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- Order front office supplies and keep inventory of stock
- Update calendars and schedule meetings
- Arrange travel and accommodations, and prepare vouchers
- Keep updated records of office expenses and costs
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing

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