

## **Position: Receptionist**

### **Job Requirements :**

- To facilitate overall management of the front desk of corporate office including operation of EPABX system, handling of e-mails, incoming & outgoing letters, maintaining contact address & telephone directory etc.
- To assist maintaining confidential records including those related to the running of day to day office of the company
- To extend secretarial help to the Senior Managers in discharging their official functions
- To maintain links with govt. offices, organisations and others as per directive of CFO/Directors

### **Requirements**

- Proven working experience as Receptionist
- Advanced computer skills on MS Office
- Proven knowledge of standard office administration, practices and regulations
- High attention to attitude and accuracy with perfection in handling external customers of the company
- Hardworking and leadership capabilities

### **Required Profile, Qualification and Experience**

Sex	: Female
Age	: 25 to 30 Years
Education	: Graduate
Work Experience	: 5/7 Years industrial experience
Skills & Abilities Personal	: Computer literate, knowledge of general office practices & stenography
Characteristics	: Honest, courteous, disciplined, precise and calm in stressful situations.
Residence	: Preferably within 5km of Corporate Office
Joining time	: Preferably within 15 days of receipt of Offer letter
Scale of Pay	: 13000-1500-35000 plus DA & HRA, PF, Gratuity, Medical Insurance