

Job Description

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| Position/Title: | Receptionist (Assistant / Associate as per the candidate profile) | Department: Cen. Administration |
| Job duties : | <ul style="list-style-type: none"> • Greet and welcome guests as soon as they arrive at the office and answer any questions visitors have • Direct visitors to the appropriate person and office • Answer, screen and forward incoming phone calls • Maintains the phone directory • 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 • Keep detailed and accurate records of visitor requests and of calls received • Receive, sort and distribute daily mail/ courier deliveries • Support the Travel Desk team as per requirement • Perform ad-hoc administrative duties | |
| Education : | Graduate | |
| Experience : | Proven work experience of atleast 3 years as a receptionist / Front Office Representative/similar role | |
| Skills/ Capabilities required: | <ul style="list-style-type: none"> • Customer service attitude • Excellent written and verbal communication skills • Multitasking and time-management skills, with the ability to prioritize tasks • Ability to be resourceful and proactive when issues arise • Puntual | |
| Technical Skills | <ul style="list-style-type: none"> • Proficiency in Microsoft Office Suite | |
| To Apply | Mail us your resume at hr@spjimr.org with “ Receptionist – Central Admissions ” written in the subject line. | |