

Client Relations/ front desk officer Jobs In Dubai | PSI Real Estate

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Responsibilities:

Answer and direct phone calls in a polite and friendly manner

Welcome visitors in a warm and friendly manner, and answer any questions visitors have

Maintain reception area and all common areas in a clean and tidy manner at all times

Operate standard office equipment on a regular basis, including a fax machine, a copy machine, and a computer

Keep detailed and accurate records of visitor requests and of calls received

Receive deliveries; sort and distribute incoming mail

Maintain the general office filing system

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Requirement

High school diploma or general education degree (GED) required

2-3 years of relevant experience in an office environment

Proficient in Microsoft Office

Strong phone skills

Demonstrated ability to read, write, and speak English

Comfortable multi-tasking and prioritizing tasks without guidance

Excellent interpersonal skills

Punctual with strong attendance history

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