

Receptionist

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Company: ALFAHIM

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Job Propose

Provide administrative support to the operations and deliver friendly, efficient customer service and to create a warm and welcoming atmosphere for all customers and visitors.

Accountabilities

- Reception Desk: Ensure all customers are welcomed and give necessary assistance or directed to the required person/department. Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
- Telephone Operations: Make sure that all telephone calls are swiftly answered, directed to the appropriate person and messages taken are in clear form
- Administration: Arrange complete set of documents and update Delivery Schedule Report in the portal as and when required. Prepare reports as required by management, mainly pertaining to enquiries.
- Demo Fleet Management: Record demo fleet movement, prepare and submit required reports when requested by management. Demo records to be maintained manually (demo logbook) along with the supporting documents. Ensure vehicle inspection and condition is recorded.

Job Specific Information

- Receptionist will act as the first point for customer interface. Will closely work with the team and other support staff.

QUALIFICATIONS, EXPERIENCE, COMPETENCIES Qualification (e.g. Academic Qualification, Certifications, Licenses)

- Secondary School Education Certificate.

· Diploma in business administration or secretarial studies is preferred.

Experience

- 3 years of minimum experience in admin and receptionist role.
- Experience with automotive industry or luxury retail is preferred.
- Very good command of spoken & written English.
- Arabic language is an advantage

Core Competencies

- Demonstrate Teamwork
- Show Adaptability
- Deliver Results
- Communicate with Impact

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