

Receptionist

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Company: Apparel Group

Location: Dubai

Category: healthcare-practitioners-and-technical

JOB DESCRIPTION

POSITION OBJECTIVE

- The position is responsible to welcome visitors by greeting them, in person or on the telephone answering or referring inquiries. Directs visitors by maintaining employee and department directories giving instruction.
- Maintains security by following procedures monitoring logbook and issuing visitor badges.

Key Responsibilities

- Serve visitors by greeting, welcoming, directing and announcing them appropriately.
- Answer, screen and forward any incoming phone calls while providing basic information when needed.
- Receive and sort daily mail/deliveries/couriers.
- Maintain security by following procedure and controlling access (monitor logbook, issue visitor badges).
- Update appointment calendars and schedule meetings/appointments.
- Perform other clerical duties such as filing, photocopying, collating, faxing etc.
- Perform other duties (i.e., gate pass application, salary certificate and NOC request).

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Cross References and Citations:

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