

## Receptionist

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Company: Dautom

Location: Dubai

Category: healthcare-practitioners-and-technical

We are seeking a professional and organized Front Desk Receptionist cum Admin Assistant to join our dynamic team at Dautom an IT consultancy firm based in Dubai. The ideal candidate will have a minimum of 3 years of relevant experience, excellent communication skills, and the ability to manage various administrative tasks efficiently.

**\*Responsibilities:\***

**1. \*Front Desk Management:\***

- Greet and welcome visitors in a professional manner.
- Manage and maintain a clean and organized reception area.
- Handle incoming and outgoing courier packages.

**2. \*Call Management:\***

- Answer and direct incoming calls to the appropriate personnel.
- Take accurate messages and ensure timely delivery to the intended recipient.
- Manage general company voicemail and forward messages promptly.

**3. \*Employee Calls Management:\***

- Handle internal employee calls and inquiries.
- Direct calls to the relevant department or individual.
- Assist employees with basic queries and provide information as needed.

**4. \*Time Sheet Preparation:\***

- Collaborate with HR and department heads to collect and compile timesheets.
- Ensure accuracy and completeness of timesheets before submission.
- Track and report any discrepancies to the HR department.

#### 5. \*Attendance Management:\*

- Monitor and maintain accurate records of employee attendance.
- Coordinate with HR for tracking vacation, sick leave, and other time-off requests.
- Generate attendance reports as needed by management.

#### 6. \*General Administrative Support:\*

- Assist in the preparation and coordination of meetings, conferences, and events.
- Manage office supplies and maintain inventory levels.
- Handle basic administrative tasks to support the smooth operation of the office.

#### \*Qualifications:\*

- Minimum of 3 years of experience in a similar role.
- Strong communication and interpersonal skills.
- Excellent organizational and multitasking abilities.
- Proficient in using office software (e.g., Microsoft Office Suite).
- Familiarity with basic office equipment (e.g., printers, scanners, fax machines).
- Ability to maintain confidentiality and handle sensitive information.

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