

Receptionist

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Company: Juma Al Majid Holding Group L.L.C

Location: Dubai

Category: healthcare-practitioners-and-technical

Greeting visitors & perform a variety of duties at the front desk.

Relay messages to relevant personnel and ensure effective communication within the organization.

Handle internal and external inquiries promptly and professionally.

Handling queries and complaints via phone, email, and general correspondence.

Answering phones professionally, and routing calls as necessary.

Receiving, sorting, distributing and dispatching documents.

Handling transcription, printing, photocopying, and faxing.

Managing office inventory such as stationery.

Assisting colleagues with administrative tasks.

Maintaining safety and hygiene standards of the reception area.

Receiving and sorting mail, invoices, courier, contracts from other branches/business units

Requirements1. Bachelor's Degree, High School, or Diploma of any course.

Must have experience of the same field (minimum 3 years)

Knowledge in Microsoft Office (Excel, Word, Outlook).

Organized, resourceful and must be presentable.

Excellent English written and verbal communication skills

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