

United Arab Emirates Jobs Expertini®

Receptionist (UAE National) - Abu Dhabi

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Company: Al Tayer Group

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Job Purpose

To manage the reception efficiently, attend to guests and telephone calls in a professional manner befitting the corporate image of the Group and provide the necessary administrative support functionally required by the Showroom Manager.

Roles and Responsibilities

Efficient and courteous handling of telephone calls, provide necessary information /guidance to the caller and transfer the calls to the relevant personnel in the office.

Ensure that cleanliness and hygiene is maintained in the reception area and essential housekeeping standards are adhered to represent an appropriate corporate image.

Ensure that all equipment / furniture is always in proper working condition and impeccably maintained.

Assist the Sales team to prepare the MIS reports as per the business requirement

Education/Experience

High School Certificate

Good knowledge of computer software such as MS Office.

Good communication both in Arabic and in English.

Course in telephone handling skills an advantage

Exposure to multicultural environment

Additional Information

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