

Receptionist

Description

- We are seeking to recruit an enthusiastic receptionist, to manage our front desk on a daily basis and to perform a variety of administrative and clerical tasks.
- As a receptionist, she will be the first point of contact for our company.
- Our receptionist's duties include offering administrative support across the organization.
- She will welcome guests and greet people who visit the business.
- She will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.
- The successful receptionist should have a pleasant personality, as this is also a customer service role.
- She should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations.
- Multitasking and stress management skills are essential for this position.

Qualifications

- 3 to 5 years of experience.
- languages: Arabic, fluent English, French

Hiring organization

Roots Management Consultants on
Behalf of Customer

Employment Type

Full-time

Job Location

Giza, El-Mohandseen

Date posted

2023 ,27 00:00:00