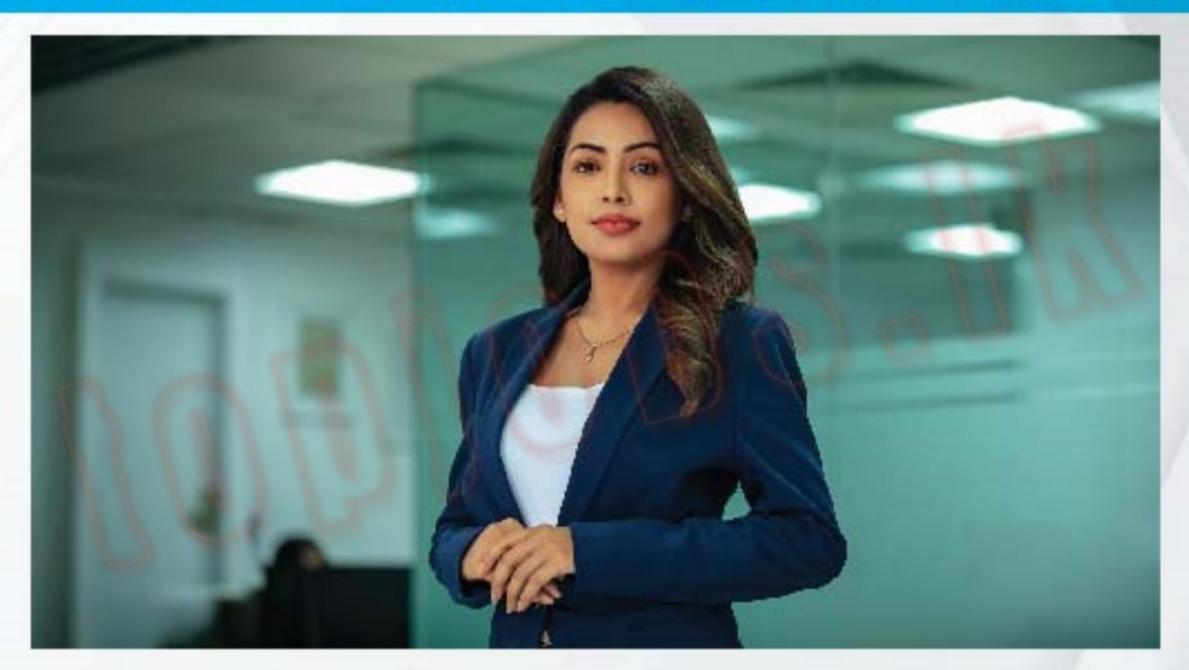
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## OFFICE RECEPTIONIST



#### Job Description:

We are looking for a friendly, energetic and detail-oriented Office Receptionist to manage our front desk on a daily basis and perform a variety of administrative and clerical tasks.

#### Key Responsibilities:

- Greet and welcome visitors in a professional and friendly manner.
- Answer and direct phone calls to the appropriate departments.
- Maintain office security by following safety procedures and controlling access via the reception desk.
- Perform basic administrative tasks.
- Assist other departments with clerical support as required.

#### Requirements:

- · Proven experience as a receptionist or in a similar role.
- Young and Energetic Candidate Below 30 years of age with G.C.E. A/L Qualification
- Excellent interpersonal and communication skills.
- Proficiency in English language is essential.
- Professional demeanor and appearance.

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