

Receptionist at Crystal Recruit

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Company: JobWebKenya

Location: Kenya

Category: office-and-administrative-support

Job Description

Crystal Recruit is a boutique recruitment firm that specializes in matching the right talent to the right job opportunities across Africa. We go out of our way to find that missing person for your business puzzle. We are the partner that understands your needs, recruits 'best-in-class' talent and counsel you towards a successful conclusion to the search process.

Responsibilities

Greet and welcome guests as soon as they arrive at the office

Direct visitors to the appropriate person and office

Answer, screen, and forward incoming phone calls

Ensure the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures)

Provide basic and accurate information in person and via phone/email

Receive, sort, and distribute daily mail/deliveries

Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)

Order front office supplies and keep an inventory of stock

Update calendars and schedule meetings

Arrange travel and accommodations, and prepare vouchers

Keep updated records of office expenses and costs

Perform other clerical receptionist duties such as filing, photocopying, transcribing, and faxing

Requirements

1 year of Proven work experience as a Receptionist, Front Office Representative, or similar role

Diploma in Office Management, Business Administration, or any other related course

Proficiency in Microsoft Office Suite

Hands-on experience with office equipment (e.g. fax machines and printers)

Professional attitude and appearance

Solid written and verbal communication skills

Ability to be resourceful and proactive when issues arise

Excellent organizational skills

Multitasking and time-management skills, with the ability to prioritize tasks

Customer service attitude

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3. Receptionist at Crystal Recruit [Melbournejobs](#) [Jobs Kenya](#) [Melbournejobs](#) ↗
4. Receptionist at Crystal Recruit [Teachingeducation](#) [Jobs Kenya](#) [Teachingeducation](#) ↗

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