Reception Administrative

Job Purpose:

Meet and greet important guests, answer phone calls and inquiries, and provide administrative support in the office for the purpose of achieving the goals of the office as per the strategic and operational plans.

**Qualifications**

Academic Qualification:

High school degree or a diploma in business management or any related field.

Years of Experience:

At least 2 years of experience in the field of reception.

Required Job Skills:

1) High proficiency in using Microsoft Office applications, messaging programs and oracle related systems.

2) High proficiency in speaking, reading, listening, writing with both Arabic and English languages, capable of answering inquiries in a professional manner and good behavioral conduct when dealing with guests.

3) High introductory and hospitality skills in line with the best protocol procedures and practices.

4) Ability to store, archive, document procedures in accordance with information safety and security guidelines.