



MAMATI
Beauty Center & Spa

Date : 30/05/2022

Ref : 144/29

To : WINCHEL OLIVIER

Subject: Job offer Letter

Dear Ms. WINCHEL OLIVIER

We are pleased to offer you the job as Receptionist at a Gross salary of AED 2000. /- (Two thousand Dirhms) per month. Salary will be started from the date of joining
Probation Period: 6 months. Working Hours and Schedule is subject to change accordingly without notice. Job offer Validity: 10 Days
This offer letter is issued only the request of candidate this letter is not valid for any use of Government Department.

Essential Duties and Responsibilities:

The duties and responsibilities include but not limited to:

- Greet clients and visitors with a positive, helpful attitude.
- Assisting clients in finding their way around the office.
- Announcing clients as necessary.
- Helping maintain workplace security by issuing, checking, and collecting badges as necessary and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, faxing, taking notes, and making travel plans.
- Preparing meeting and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc administrative duties.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Hiring, managing, and developing the junior administrative team.
- Provide excellent customer service.
- Scheduling appointments.

For MAMATI BEAUTY CENTER & SPA



Employee's Acceptance