

Job Title: Front Desk Officer
Department: Corporate Services
Reporting: Head, Legal and Corporate Services

PERSONAL ATTRIBUTES

- Good physical appearance
- Good communication skills
- Excellent diction
- Must be mature and respectful
- Personnel must be calm, courteous and maintain professional demeanor at all times
- Good Interpersonal Skills
- The personnel is expected to be attentive at all times
- Must possess a positive attitude and dependability
- The personnel must be proactive
- The personnel must have respect for confidentiality and discretion
- Must be able to use the Microsoft office suite

JOB RESPONSIBILITIES

- Ensure that the reception area and its surroundings are kept neat and tidy at all times
- The personnel is expected to take on administrative support position
- Ensure that staff attendance is signed every morning
- Ensure that usage of the company's pool car is logged before any staff goes out
- Ensure that the use of the telephone by other staff is not abused
- Ensure that the meeting rooms are well prepared for meetings
- Personnel may be required to serve tea during meetings
- Ensure that there is daily supply of newspaper at the reception area
- Mail dispatch/Postal administration
- Any other assignments as required by your line manager

SPECIFICATION/ QUALIFICATION AND EXPERIENCE

- A good first degree or HND in any discipline