

Front Desk - Receptionist

- Handle Telephone Exchange PABX
- Handle Fax machine
- Ensure proper preventive maintenance of PABX and Fax Machine through supervisor
- Report the supervisor about any faulty telephone lines/PABX or Fax Machine for quick remedial action
- Maintain a log book for all personal and official outstation calls and ensure that personal calls are billed for deductions
- Replace newspapers on newspaper stand on daily basis
- Receive and transfer long and short distances calls to staff
- Receive and convey precise messages to staff when required
- Receive and send fax messages promptly
- Receive guests after security check and refer them to staff
- Receive, check and pay PTCL, mobile and thuraya and currier bills in timely manner
- Receive international and domestic mail and distribute to the staff without delay
- Receive and despatch mail through currier, post office and by hand
- Maintain and update the telephone directory of NGOs/Government Officials/Embassies Contract Numbers and address
- Assist in photocopying/binding of documents
- Circulate updated extension list of staff to all concerned
- Connect international and local telephone numbers for the staff when requested
- Proficiency in typing, emailing and internet
- Maintain the cleanliness of reception area
- Assist in maintaining of stationery store/local travel of staff/arrange conference hall for meetings and workshops etc.
- Perform any other duty assigned to you from time to time
- Handle all photocopying and binding requests and maintain Admin store.

QUALIFICATIONS AND EXPERIENCE

- Graduate or equivalent
- Relevant experience as Receptionist/Admin Assistant
- Willingness and ability to dramatically change work practices and hours, and work with incoming surge teams, in the event of emergencies.
- Previous experience of managing all similar tasks
- Excellent interpersonal, communication and presentation skills.

PAY AND BENEFITS

Estimated Salary Range: Rs. 25,000 to 40,000/- + Benefit