

Office Receptionist

includes, but are not limited to:

- Provide answers to visitors' inquiries about the company, its products or services;
- Coordinate activities around the front desk/reception premise;
- Sort and handle out mail messages whether incoming or outgoing;
- Answer incoming calls on multi-line telephones;
- File and keep record of activities in the office for easy retrieval and review when due, and sending to the relevant department personnel;
- Perform keyboarding/data entry functions;
- Schedule and confirm appointments;
- Responsible for maintaining clean and safe reception area; keep it tidy at all times;
- Complying with all company policies and lawful instructions.
- Managing office and keeping facilities safe and clean.

Send your CV and/or Letter to:  realtycompassltd@outlook.com