

CALL FOR APPLICATIONS

Post	RECEPTIONIST
Contract	Fixed-Term
Job Summary	We are looking for a Receptionist to manage our front desk on a daily basis and to perform a variety of administrative tasks. This ideal candidate must have a good communication skills and feel at ease in meeting the public and directing them to proper staff

Main Duties & Responsibilities
Greet and welcome visitors
Ensuring visitors sign in the visitor book and informing the relevant member of staff of their arrival
Keep a proper record of visitors in and out of the building
Ensure every staff have their badge properly wear in the building
Provides pleasant and courteous service to visitors, at all times
Monitor and ensure that the reception area is kept tidy and projects a business-like image
Informs visitors by answering or referring inquiries
Provide administrative support
The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager

SKILLS AND PERSONAL QUALITIES NEEDED:
<ul style="list-style-type: none"> • Requires a GCE A level or its equivalent • Be perfectly bilingual (English and French, although with a greater emphasis on English) • Must possess pleasant personality and initiative • Friendly and professional attitude • Minimum one year of professional experience in a receptionist or equivalent position Love the challenges and be able to work under pressure • Ability to work independently or in a team • An organised and methodical approach • Attention to detail



APPLICATION INSTRUCTIONS
A cover letter;
A CV;
A photocopy of the ID card and Degree
At least two professional references.

Working conditions	Full time, 40 hours per week.
	Fixed Term 2 years
How to Apply	Send file to crid@crid-cam.net
closing date	February 17 th ,2023

Note:

- Female applicants are strongly encouraged to apply
- Only electronic applications will be accepted.
- If you have not heard from us 3 weeks after the closing date, please consider your application unsuccessful