



Front Desk Representative

📍 Киев,

Компания: Erne Construction Limited

Рубрики: [Офисный персонал](#)

Пожелания к сотруднику

Образование: полное высшее

Опыт работы: не требуется

Описание вакансии

We are looking for a pleasant Front Desk Representative to undertake all receptionist and clerical duties at the desk of our main entrance. You will be the “face” of the company for all visitors and will be responsible for the first impression we make.

The ideal candidate will have a friendly and easy going personality while also being very perceptive and disciplined. You should be able to deal with complaints and give accurate information. A customer-oriented approach is essential.

The goal is to make guests and visitors feel comfortable and valued while on our premises.

Responsibilities

Keep front desk tidy and presentable with all necessary material (pens, forms, paper etc.)

Greet and welcome guests

Answer questions and address complaints

Answer all incoming calls and redirect them or keep messages

Receive letters, packages etc. and distribute them

Prepare outgoing mail by drafting correspondence, securing parcels etc.

Check, sort and forward emails

Monitor office supplies and place orders when necessary

Keep updated records and files

Monitor office expenses and costs

Take up other duties as assigned (travel arrangements, schedules etc.)

Requirements

Proven experience as front desk representative, agent or relevant position

Familiarity with office machines (e.g. fax, printer etc.)

Knowledge of office management and basic bookkeeping

Proficient in English (oral and written)

Excellent knowledge of MS Office (especially Excel and Word)

Strong communication and people skills

Good organizational and multi-tasking abilities

Problem-solving skills

Customer service orientation

High School diploma; additional qualifications will be a plus We are looking for a pleasant Front Desk Representative to undertake all receptionist and clerical duties at the desk of our main entrance. You will be the "face" of the company for all visitors and will be responsible for the first impression we make.

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Контактная информация

Контактное лицо: AldmacLiam

Сайт: <http://erneconstruction.com>