

Front Desk Officer

Description

As a Front Desk Officer, you will be the first point of contact for the company Head Office. Your responsibilities include welcoming guests who visit the organization. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls.

Responsibilities

Ensure that the reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures)

Receive, sort and distribute daily mail/deliveries

To attend to all visitors/clients in a timely manner, as soon as they arrive into the office.

Channel complaints immediately to rightful process owner and follow up to make sure it is being resolved.

Ensure all Phone Lines are working properly and call the attention of the IT for a repair when necessary.

Conduct assessment for applicants every Tuesday and Thursday between 9am through 3pm. and send the assessment feedback to the candidates on a weekly basis.

Assist the Human Resources Business Partner Officers in shortlisting candidates for client interview and other engagement. Also assist with in-house and external shortlisting candidates for interviews as requested.

Regularly update the database of the successful applicants on monthly basis.

Payment of funds generated from the sales of Employment Form every week and also forward a copy of remittance monthly to the CEO and Account Department.

Serves as the general monthly meeting Secretary and generate the Minutes of Meetings, send to the employees for review and corrections before the adoption in next meeting

Perform other clerical receptionist duties such as filing, photocopying, etc.

All other tasks assigned by the Supervisor as required

Accurate filling of documents as required

Prompt transferring of calls to the appropriate desk.

Punctuality and attendance consistency

Other tasks assigned and finalized on time

Qualifications

Minimum of Bachelor's Degree in any field from a reputable Institutions.

Contacts

Interested candidates should apply through the Company website www.lingtonandbernie.com /send CV to jobs@lingtonandbernie.com or walk into Lington & Bernie Consulting Ltd, 9a Omo Osagie street, Off Awolowo road Ikoyi Lagos

Hiring organization

Lington & Bernie Consulting Ltd

Employment Type

Full-time

Job Location

Lagos, Nigeria

Date posted

May 16, 2021

Valid through

31.12.2021