

Front Desk Administrator

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Company: TotalEnergies

Location: Uganda

Category: office-and-administrative-support

Profil du candidat

Qualifications/Experience required Bachelors' degree in any related field •Minimum of one(1) years' experience in managing a reception and customer service. •Excellent written and verbal communication skills, as well as competency in Microsoft Office applications. Prior experience as a receptionist is also helpful.

Activités

Main Objective•The Front Desk Administrator is the first point of contact for guests and customers that visit the TEMU premises. They are responsible for the smooth running and coordination of the front desk operations. **Roles & Responsibilities** •Greet and welcome guests that come to the office premises in a friendly & professional manner. •Maintain office security by following safety procedures and controlling access via the reception desk. •Direct visitors to the appropriate person and office as per the defined procedure. •Answer, screen, and forward incoming phone calls. •Ensure the reception area is tidy and presentable, with all necessary stationery and material. •Provide basic and accurate information about Total Energies in person and via phone/email. •Receive, register, sort and distribute daily mail/deliveries/documents . •Perform other clerical receptionist duties such as filing, photocopying etc. •Performing ad-hoc administrative duties. •Provide excellent customer service.

Contexte et environnement

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