

## TEFON HUMAN RESOURCES Sarl

### Vacancy announcement

#### Job Purpose/Summary

As a **Receptionist**, you will be the first point of contact for the company. Your duties include offering administrative support across the organization. You will welcome guests and greet people who visit the company. You will also coordinate front desk activities, including distributing correspondence and redirecting phone calls. You should have a pleasant personality, as this is also a customer service role. You should also be able to deal with emergencies in a timely manner and effective manner. Multitasking and stress management skills are essentials for this position.

#### EVERYDAY MISSION

- Greet and welcome guests as soon as they arrive at the office
- Direct visitors to the appropriate person and office
- Answer, screen and forward incoming phone calls
- Ensure reception area is always tidy and presentable, with all necessary stationary and materials (e.g pens, forms, and brochures)
- Provide basic and accurate information in-person and via phone/emails
- Receive, sort and distribute daily deliveries
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue, visitor badges)
- Perform other clerical receptionist duties such as filling, photocopying transcribing of documents.

**The incumbent may perform other related duties as assigned.**

#### Competence & Requirements

- Hand-on experience with office equipment (computer, printers, etc)
- Minimum Bachelor's Degree in secretariate management or any business discipline.

- Can willingly share knowledge
- Honest and respectful.
- Excellent organizational skills
- Ability to resourceful and proactive when issues arise
- Professional attitude and appearance
- Solid written and verbal communication skills
- Multitasking and time management skills, with the ability to prioritize tasks
- Customer service attitude
- Good team player
- Ability to communicate in English and French

*All interested candidates should submit a CV and cover letter*

*to: [tefonhr@tefonservices.com](mailto:tefonhr@tefonservices.com) / [www.tefonservices.com](http://www.tefonservices.com)*

*latest 23<sup>rd</sup> August 2024*

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