

Office Services Support

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Company: Tanqeeb

Location: Bahrain

Category: other-general

Our Client

Our client is a Leading ERP and Consulting Company. Looking to hire a temporary Office Services Support for a 3 months contract based in Manama, Bahrain.

Your Responsibilities:

Sort and distribute mails on daily basis

Notify employees of daily package or internal courier deliveries. Sign in all packages and have employees sign for packages. If not collected by end of day place in locked storage or locked mail storage cabinet.

Sort daily mail for pick up and make ready for postal or appropriate courier pick up service

Prepare and send all outgoing mail

Insure all packages sent by courier use LOB cost center. Exceptions are daily office mail and regular scheduled interoffice send mails per site details – which go to office building account code.

Morning tasks to ensure that all meeting rooms are presentable and ready for daily meetings. Including power cords, phones etc.

Ensure all coffee points are ready for employees to use.

Ensure printers, photo copier are functional.

Perform other administrative support duties as required by the local facilities manager

Provide backup for other facility personnel as needed

When required sit in the reception to answer the phone

Maintain professional appearance of reception desk and lobby area.

Open the reception area and switchboard promptly at designated opening time and secure the switchboard and reception area after closing time.

Answer and direct all calls in an efficient, accurate, professional and pleasant manner.

Greet and assist all visitors; maintain company visitor sign in book. Assign appropriate badge per in country guidelines.

Your Qualification:

3 - 5 years experience in Office Services/Administration.

Must be available to join immediately

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