

Receptionist Administrative Assitant

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Company: EPIQ Machinery

Location: Manama

Category: other-general

At EPIQ Machinery, we challenge the boundaries between being a technology company and a heavy equipment manufacturer by continually integrating new technologies into our equipment. A North American leader in the heavy industry of the aluminum and pulp and paper sectors, our talents are all proud to design and manufacture equipment that is out of the box, innovative and recognized worldwide for its quality.

We are currently looking for **Receptionist/Administrative Assistant** to join EPIQ Mena in Bahrain.

The main responsibilities of the position:

Greet and welcome visitors in a professional manner

Answer and direct phone calls

Manage incoming and outgoing correspondence

Schedule appointments and meetings

Maintain office supplies inventory

Assist with basic accounting tasks such as invoicing and expense tracking

Handle LMRA-related paperwork including visa processing, renewals, and compliance matters

Process GOSI-related documentation for employee benefits and insurance claims

Qualifications and experience:

Proven work experience as a Receptionist or Administrative Assistant;

A high school diploma or equivalent is required. Additional certification in office administration or related field is a plus;

Familiarity with Bahrain LMRA regulations and processes;

Knowledge of GOSI requirements and procedures;

Proficient in Microsoft Office Suite;

Excellent communication skills;

You must be able to multitask, prioritize workload efficiently, and handle confidential information with discretion.

Strong organizational skills with attention to detail;

Ready for your new challenge?

Come work with passionate people who challenge boundaries to continually integrate new technologies into out-of-the-box, innovative equipment that is recognized worldwide for its quality.

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