

## Receptionist - Alzayani Investments

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Company: Qureos Inc

Location: Manama

Category: office-and-administrative-support

**Job Title** Receptionist

**Company:** Alzayani Investments

**Location** Manama Bahrain

**Position Type:** Full Time

**Salary** Competitive

### **Introduction:**

Alzayani Investments is a leading investment firm based in Manama Bahrain. We are currently seeking a competent and professional Receptionist to join our dynamic team. The ideal candidate will be the first point of contact for our company and will play a crucial role in providing exceptional customer service to our clients and visitors. This is an exciting opportunity for a highly motivated individual who thrives in a fast-paced environment.

### **Key Responsibilities:**

Greet and welcome visitors and clients in a professional and courteous manner

Answer and direct phone calls to the appropriate person or department

Maintain a tidy and presentable reception area

Receive and sort mail and deliveries

Schedule appointments and meetings

Assist with administrative tasks such as data entry filing and photocopying

Manage office supplies and place orders when necessary

Handle all inquiries and provide accurate information to clients and visitors

Maintain confidentiality and handle sensitive information with discretion

### **Requirements:**

High School Diploma or equivalent; additional qualifications in Office Administration or related field is a plus

Proven work experience as a Receptionist Front Office Representative or similar role

Excellent communication and interpersonal skills

Proficient in Microsoft Office Suite

Ability to prioritize tasks and manage time effectively

Strong organizational and multitasking skills

Professional and friendly demeanor

### **Working Conditions:**

This is a fulltime position Sunday to Thursday from 8:00 AM to 5:00 PM

The role may require occasional overtime and flexibility in working hours

The Receptionist will be based in our office in Manama Bahrain

### **Benefits:**

Health insurance

Annual leave and public holidays

Professional development opportunities

Friendly and supportive work environment

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