

Receptionist

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Company: Propel Consult

Location: Manama

Category: office-and-administrative-support

Job Description :

Company

The largest staffing/recruitment company in Bahrain with a track record of managing large recruitment projects in the region. Propel Consult was established in Bahrain in 2009 to provide a comprehensive HR management and recruitment consulting service. With combined 50 years' experience in the fields of professional interviewing, screening and recruitment, we pride ourselves on our personal and dedicated service to each job seeker and valued client.

We are currently looking to hire **Receptionist** to be based in Bahrain.

Duties & Responsibilities:

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 tidy and presentable, with all necessary stationery and material.

Provide basic and accurate information in-person and via phone/email.

Receive, sort and distribute daily mail/deliveries.

Maintain office security by following safety procedures and controlling access via the reception desk.

Update calendars and schedule meetings.

Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.

Qualification & Requirements:

Experience as a Receptionist, Front Office Representative or similar role.

Knowledge of the Recruitment industry.

Fluency in the English language.

Multitasking and time-management skills, with the ability to prioritize tasks.

Proficient in MS Office.

Excellent communication skills.

Customer service attitude.

Candidate must be Bahraini.

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