

### **Receptionist Job Description:**

- Greeting office visitors and directing them to the appropriate parties.
- Handling basic office tasks, such as filing, delivering mail, answering emails and phone calls, and data entry.
- Coordinating schedules and managing calendars for multiple parties to ensure that activities are properly arranged with no conflicts.
- Ordering, storing, and distributing office supplies.
- Maintaining, repairing or replacing office equipment.
- Be professional and pleasant while interacting with guests.
- Handle queries and address complaints.
- Schedule meetings, interviews, and appointments.
- Attend phone calls and redirect them to the appropriate line.
- Take messages and pass them on to the receiver.
- Receive packages, deliveries, and letters.
- Regularly check and sort emails.
- Keep an inventory of office supplies and ensure it is always stocked.
- Maintain a filing system of all required documents.
- Maintain a visitor's logbook.
- Answer, screen, and forward incoming phone calls
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures)
- 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 filing, photocopying, transcribing, and faxing

**Receptionist Skill & Requirements:**

- Degree in business administration or a relevant field is preferred.
- At 1 years' experience in administrative services or related fields.
- Familiarity with office technology and equipment, including computers, scanners, printers, phone, systems, etc.
- Professional appearance, courteous manner, and clear, friendly phone voice.
- Candidate should have good communication skills & good convincing power.
- Proactive, organized, and responsible towards work.
- The ability to work both independently and as part of a team
- Knowledge in computer software operations e.g. outlook, internet explorer, MS Word, etc

**Interested candidates can ping on 7434000337 or mail [hr@sahajanand.ltd](mailto:hr@sahajanand.ltd)**

**Location: Bodakdev, Ahmedabad**

**Note: Only Female candidates are required.**

**Salary: 10k to 12k**

**Timings: 10:00 AM to 7:00 PM (6 days A Week)**

**(Sunday will be a holiday)**