



خدمت تيكنيكل دراج بروني
Royal Brunei Technical Services

Job Code	REC.2021/01:HRCS
Job Title	Receptionist
Department/Unit	Human Resources & Corporate Services

Responsibilities:

- The first point of contact for the company visitors include offering administrative support across the organization as and when required.
- Receiving visitors/guests at the front desk by greeting, welcoming, directing and announcing them appropriately.
- Coordinating front desk activities, including distributing correspondence, answering, screening and redirecting incoming phone calls.
- Receiving and sorting daily mail/deliveries.
- Able to deal with emergencies in a timely and effective manner, while streamlining office operations.
- To ensure the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards.
- Direct visitors/guests to the appropriate personnel, office and meeting room.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures).
- Provide basic and accurate information in-person and via phone/email.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).
- Order front office supplies and keep inventory of stock.
- Update calendars and schedule meetings.
- Keep updated records of office expenses and cost, where appropriate.
- Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing, as and when required.

Requirements:

- Diploma in Communications or equivalent.
- Possess a pleasant personality to serve in a Customer Service role.
- Able to multitask with ability to prioritise tasks.
- Good time management and organisational skills.
- Proficiency in Microsoft Office suite (Word, Excel, etc.)
- Hands-on experience with office equipment (e.g. fax machines and printers).

Key Competence Required:

- Professional attitude and appearance.
- Solid written and verbal communication skills.
- Ability to be resourceful and proactive when issues arise.
- Customer Service attitude.