



REQUISITION NO : 2019002
DATE : 18th September 2019
AVAILABILITY : Immediate
JOB POSTING : Receptionist / Document Controller

Key Qualifications for this Position include:

- High school diploma or equivalent.

Job Description

Essential Duties & Responsibilities:

- Greets and assists all visitors to the facility in a courteous and professional manner
- Answers and routes incoming telephone; Locates employees and/or takes messages ; Distributes messages in a timely manner
- Performs various clerical duties as assigned
- Pleasant personality.
- Good English communication.
- Excellent writing skills.
- Knowledge in Microsoft office, Excel, Outlook, Microsoft Word.
- Able to work under pressure.