

# Receptionist

## Bloomfield Hall Schools



Total Positions:

Experience: Years

Gender: Male

Travel Required: Not Specified

Min Education: Not Specified

Job Shift:

Career Level:

Salary Range: PKR/Month

Category/Industry: Business Management

Max Age Limit: Not Specified

Posted on: 20 August 2014

Expiry Date: 19 January 2015

Job Type: fulltime

### Job Description:

Administrative supportDecent attitudePhone skillsHandling pressure Greeting visitors with decencyFluent communication skills in English and Urdu Should be punctualSufficient skills for operating computer related tasksMicrosoft officeData entryEmail correspondenceForwarding callsScheduling appointmentsFilingInterpersonal skillsWillingness to assist all staff

### Required Skills:

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