


Front Desk Officer

Eureka

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|---|---------------------------|--------------------------------|
|  | Total Positions: 1 | Experience: Years |
| | Gender: Any | Travel Required: Not Specified |
| | Min Education: BSC-BA | Job Shift: Morning |
| | Career Level: Entry Level | Salary Range: Not Specified |
| Category/Industry: Business Management | | Max Age Limit: Not Specified |
| Posted on: 02 February 2016 | | Expiry Date: 31 May 2016 |
| Job Type: fulltime | | |

Job Description:

- Receive clients and direct them to relevant department.
- Make-phone calls to enquiries (follow-ups).
- Document filing
- Assistance of Career Counselor in tasks.

Required Skills:

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