


# Front Desk Officer

## Eureka

	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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