

## **Responsibilities of Receptionist**

- Handling EPABX and maintaining records.
- Responsible for handling internal and external calls and transferring them to the desired extension numbers.
- Receiving and sending email
- Preparation of telephone monthly statement
- To be the first point of contact in the premises and proactively responding to the inquiries of parents and others
- Forwarding requests for information and messages to the appropriate individuals.
- To Assist the Admin office of University as & when required and as instructed by Authorities.
- Person with Educational sector/corporate administrative/Receptionist/Front Office/Admin experience preferred.
- Maintenance of the complaint register
- Expertise and proven proficiency in eMail, Microsoft Word, PowerPoint, and Excel are required.
- Other allied works

### **Educational Qualification:** Graduation

#### **Experience:**

- Preferably more than two years

#### **Skills required:**

- Excellent communication skills.
- Good Time-management skills
- Great interpersonal and communication skills.
- Pleasing personality
- Proficiency in MS Office suites