Position: Receptionist

Job Description:

The receptionist at Facilities Pro 4U plays a crucial role as the first point of contact for visitors, clients, and staff. They are responsible for ensuring a professional and welcoming environment. Key responsibilities include:

- Greeting and directing visitors and clients with professionalism and courtesy.

- Managing incoming phone calls, transferring them to the appropriate individuals, and taking messages when needed.

- Maintaining a clean and organised reception area to create a positive first impression.

- Assisting with appointment scheduling and ensuring efficient coordination of meetings.

- Handling mail and correspondence, including sorting and distributing mail and packages.

- Providing general information to visitors and callers, addressing inquiries, and ensuring a positive experience.

- Assisting with administrative tasks, such as data entry, document filing, and maintaining visitor logs.

Qualifications:

- High school completion or equivalent.

- Strong communication and interpersonal skills.

- Organizational abilities to manage reception tasks efficiently.