**CRS JOB DESCRIPTION**

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| **Job Title:** Receptionist | **Reports to:** Logistics Officer |
| **Department:** Admin | **Salary Grade:** Three |

## Job Summary

As a receptionist, you will be the first point of contact for CRS. The Receptionist will provide administrative support across the agency. Welcome guests and greet people who visit the agency. Coordinate front desk activities, including distributing correspondence and redirecting phone calls.

## Roles and Key Responsibilities

- Serve visitors by greeting, welcoming, and directing them appropriately.
- Notifies company personnel of visitor arrivals.
- Maintains security and telecommunications systems.
- Inform visitors by answering or referring to inquiries.
- Directs visitors by maintaining employee and department directories.
- Maintains security by following procedures, monitoring logbooks, and issuing visitor badges.
- Operates telecommunication system by following manufacturer's instructions for house phone and console operation.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
- Contributes to team effort by accomplishing related results as needed.
- Prepare meeting rooms according to the requested setup, ensuring that all required stationery, refreshments, and coffee breaks are arranged

## Basic Qualifications

- High School diploma or equivalent
- Minimum one year's office or receptionist experience. Fresh graduates may be considered for the role.

## Preferred Qualifications

- Previous experience with Microsoft Office software preferred.

## *Knowledge, Skills, and Abilities*

- Familiarity with phone systems
- Telephone Skills
- Verbal Communication
- Listening
- Professionalism
- Customer Focus
- Organization
- Informing Others

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- Manages Pressure
- Supply Management

***Required Languages***: Basic proficiency in English and excellent command of Arabic.

***Travel:*** include percentage of required travel, if applicable. Could be stated as Must be willing and able to travel up to 20%

**Supervisory Responsibilities**: No.