

Front Desk Receptionist Needed-Lugbe, Abuja.

Description

Molly Distinct Consult is looking for a Front Desk Receptionist to join this vibrant, happy and successful school in Lugbe, Abuja.

Job Summary:

The School Front Desk Receptionist is responsible for providing excellent customer service and administrative support to students, parents, and staff members.

The receptionist will be the first point of contact for visitors and will be responsible for creating a welcoming and professional atmosphere.

Responsibilities

Greet and welcome visitors to the school, answering questions and directing them to the appropriate person or department

Answer incoming phone calls, responding to inquiries or directing calls to the appropriate person or department

Maintain accurate and up-to-date records of student attendance, including tracking late arrivals and early dismissals

Maintain a tidy and organized front office space, including filing and organizing paperwork, managing mail and deliveries, and ensuring office equipment is working properly

Assist with administrative tasks such as scheduling appointments, coordinating meetings, and distributing materials to staff and parents

Handle sensitive and confidential information with discretion and professionalism

Perform other duties as assigned by school administration

Qualifications

A minimum of Bachelor's Degree in any field, with at least five year of relevant work experience as a Front Desk.

Excellent customer service skills, with the ability to interact positively and professionally with students, parents, and staff members

Strong organizational skills and attention to detail, with the ability to multitask and prioritize competing demands

Excellent written and verbal communication skills

Proficient in Microsoft Office and other relevant software programs

Ability to maintain a calm and professional demeanor in a fast-paced environment

Hiring organization

Molly Distinct Consult Jobs

Employment Type

Full-time

Beginning of employment

September 2024

Job Location

Lugbe, 102311, Lugbe, Abuja, Nigeria

Base Salary

80,000 - # 100,000

Date posted

July 11, 2024

Knowledge of basic administrative procedures, including record-keeping and data entry

Job Benefits

By joining this school, they can offer you:

- A competitive salary
- A supportive team of teachers, support staff and senior leaders
- Excellent school facilities
- Opportunities for CPD
- A hard working but welcoming working environment.

Contacts

By registering with Molly Distinct Consult, we can offer you:

We attract top education talent and in return offer attractive salary.

Full interview preparation and assistance – so you're fully prepped and confident, increasing your chances of success

Help with lesson planning – our support doesn't stop once we've secured you a placement

Free social and networking events to get to know your peers and consultants

Job Type: Full-time

Pay: ₦80,000.00 – ₦100,000.00 per month

Ability to commute/relocate:

Abuja: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

Where precisely do you live?

Have you worked as a School Front Desk before?

Whats Your Whatsapp Number?

Do you live closer to Lugbe?

Education:

Undergraduate (Preferred)

Experience:

Front Desk Receptionist: 3 years (Preferred)

Expected Start Date: 30/10/2024