



<https://jobfy.in/jobs/dubai-careers-fast-job-search-private-jobs-for-junior-receptionist/>

Dubai Careers – Fast Job Search – Private Jobs For Junior Receptionist

Job Location

India

Remote work from: IN; US; AU; NZ; HK; JP; KZ; MY; SG; TW; TH; UZ; VN; AT; BY; BE; DK; FR; DE; GR; NL; RU; ES; CH; UK; GB; DZ; KW; MA; QA; SA; MX; AE; CA; GT; DO

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Base Salary

USD 18 - USD 28

Qualifications

Graduate, Post Graduate

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Employment Type

Full-time

Description

Dubai Careers Recruitment 2024

Are you looking for a dynamic and fast-paced work environment where you can be the face of a successful company? Do you thrive on providing exceptional customer service and ensuring a smooth operation? If so, then a junior receptionist role at Dubai Careers could be the perfect opportunity for you!

Dubai Careers Jobs Near Me

We are searching for a highly motivated and organized individual to join our team as a junior receptionist. In this role, you will play a pivotal role in creating a positive first impression for our company, welcoming visitors, answering phones, and providing administrative support to our team.

Summary

This is an exciting opportunity to launch your career in a supportive and professional environment. As a junior receptionist at Dubai Careers, you will be the first point of contact for our visitors and play a key role in ensuring the smooth day-to-day operations of our office. You will be responsible for a variety of tasks, including greeting visitors, answering phones, directing inquiries, managing schedules, and providing general administrative support.

We offer a competitive salary and benefits package, including [List some of the

Hiring organization

Dubai Careers

Date posted

March 22, 2024

Valid through

31.12.2024

APPLY NOW

company benefits here, e.g., health insurance, paid time off, etc.]. This role is ideal for someone with strong communication, interpersonal, and organizational skills.

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Key Responsibilities

- Welcome visitors and guests with a warm and professional demeanor.
- Answer phones in a courteous and efficient manner, screen calls, and direct them to the appropriate staff member.
- Maintain a clean, organized, and welcoming reception area.
- Manage visitor logs and issue visitor badges as required.
- Schedule appointments for staff members using a designated calendar system.
- Receive, sort, and distribute mail and deliveries.
- Assist with photocopying, faxing, and basic administrative tasks.
- Learn and comply with company policies and procedures.
- Perform other duties as assigned.

Required Skills and Qualifications

- High school diploma or equivalent.
- Minimum of 1 year of experience in a customer service or administrative role (for experienced candidates).
- Strong communication and interpersonal skills.
- Excellent organizational skills with the ability to prioritize tasks and manage multiple deadlines.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint).
- Ability to learn new software and adapt to a fast-paced environment.
- A positive and professional attitude.
- Discretion and the ability to maintain confidentiality.

Experience

This role is open to both experienced and fresher candidates. We are looking for a self-motivated individual with a strong desire to learn and contribute to a growing team. For experienced candidates, a minimum of 1 year of experience in a customer service or administrative role is preferred.

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Why Join Us?

Dubai Careers is a dynamic and growing company with a strong commitment to its employees. We offer a competitive salary and benefits package, as well as opportunities for professional development and growth. In this role, you will have the opportunity to:

- Work in a fast-paced and exciting environment.
- Be the first point of contact for our company and create a positive first impression.
- Gain valuable experience in customer service and administrative tasks.
- Learn new skills and develop your professional network.
- Be part of a supportive and collaborative team.

The Application Process

To apply for this position, please submit your resume and cover letter to [Insert application email address or link].

We look forward to hearing from you!

Join Our Team!

If you are a highly motivated and organized individual with a passion for excellent customer service, we encourage you to apply! We offer a competitive work environment with opportunities for growth and development.

In Conclusion

This junior receptionist role at Dubai Careers is a fantastic opportunity for someone looking to launch their career in a supportive and professional environment. You will gain valuable experience in customer service, administrative tasks, and office procedures. If you are a highly motivated and organized individual with a positive attitude, we encourage you to apply!

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Important Links

Find the Link in [Apply Now](#) Button

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