

Receptionist

Alfarid Corporation (AFC) is an equal opportunity employer. The position entitled '**Receptionist**' is contractual for a term of *atleast 2 years*, including 3 months probation period. The position offers an annual growth of 7-10 percent.

Do not treat this position to be a stepping stone for your next job. Only apply if you are willing and able to competently complete atleast 2 years' tenure.

Job Responsibilities

- Answer all incoming calls and handle caller's inquiries whenever possible.
- Re-direct calls as appropriate and take adequate messages when required.
- Pick up and deliver the mails.
- Maintain the sign-in and sign-out timings of all staff members and prepare and submit report accordingly.
- Open and date stamp all general correspondence.
- Maintain the general filing system and file all correspondence.
- Assist in the planning and preparation of meetings, conferences and other board meetings.
- Maintain an adequate inventory of office supplies.
- Provide word-processing and secretarial support.
- Perform clerical duties in order to maintain administration's main activities.
- Monitor the use of supplies and equipment.
- Coordinate the repair and maintenance of office equipment.
- Greet, assist and/or direct visitors and the general public t the waiting area or meeting rooms as necessary.
- Provide office support services in order to ensure efficiency and effectiveness within the administration department.
- Perform other related duties as required.

Criteria

The candidate must

- Be a female.
- Possess English writing and verbal communication skills.
- Be humble and polite.
- Dress presentably.
- Be confident to handle visitors.
- Be able to manage late working hours.
- Be well versed with MS Office.

Salary Package and Features:

- Basic pay *PKR 10-15K/month (may increase or decrease based on competency level)*
- Official fuel reimbursement.
- Official communication allowance.
- Annual Bonus.
- Export allowance.
- Personal Medical Insurance.
- Payment for extra working hours.
- Lunch.

ALFARID CORPORATION

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