

Job Description

Position: **Receptionist**

Position Reports - Administration

Location – Patiala

Main Purpose

Extend hospitality to Company's guests & visitors etc. Operate telephone exchange. Manage administrative activities for the administration block.

Specific Accountability & Job Responsibility

- Be courteous and professional at all times.
- Greet visitors and direct them to the right team or employee they wish to meet.
- Receive calls, and record messages for any employee.
- Direct inquiries to the right team or employee.
- Maintain visitor logs, including details about the person they visit and the purpose of their visit.
- Prepare access cards for visitors.
- Get in touch with clients or vendors and schedule meetings with them.
- Keep track of office supplies and place orders when required.
- Collect packages, sort them, and distribute them to the right employee.
- Prepare packages for dispatch and coordinate with logistics partners for their pickup.
- Provide administration support like photocopying or filing documents.
- Draft emails and communicate with vendors or clients.
- Assist in making travel arrangements for employees.
- Assist during hiring to schedule interviews and make the required arrangements.

Qualifications

- Any Graduation / Post Graduation

Experience

2-5 years of experience in the relevant field

Compensation:

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) positively by **25th**

May 2023