

Terms of Reference for Receptionist

Post: Receptionist

Post Type: Full time

Reporting relationship: Reporting to the Finance Manager

Key tasks, responsibilities and deliverables:

- Provide information to potential customers
- Receive customers to the Corporation and direct them to appropriate staff of the Corporation
- Schedule meetings
- Carry out miscellaneous administrative tasks
- Perform basic storekeeping duties such as store and release of office stationery, maintain records of stationery
- Maintain the general filing system and file all correspondences
- Preparation of routine correspondences and memos
- Dispatching of letters and documents

Requirements

- GCE A' Level with minimum 3 passes and pass in Dhivehi in HSC examinations
- Minimum 1 year of experience in office environment
- Fluent in written and spoken English and Dhivehi
- Experience in banking/financial sector will be an added advantage
- Should be a proficient user of MS Office software package
- Excellent interpersonal and communication skills

Remuneration package

- Gross pay between MVR 8,000 – MVR 10,000

Working Hours

- The selected applicant will be required to work from 0800 to 1600 on weekdays.