ބިޒްނަސް ސެންޓަރ ކޯޕަން ކޯޕަން، އ.ކަނޑުމިއަ ވިއްލާ، 1 ވަނަ ފަންވިއްލާ (A)، އެކްކަމުގެ ކަމުގެ،
20212، ގެން ސިޓީ، ދިވެހިރާއްޖެ،

Business Center Corporation, M.Kaneeru Villa, First Floor (A) Orchid Magu,
20212 , Male' City, Republic of Maldives

JOB DESCRIPTION

Job Summary:

Customer Service Representative is responsible for coordinating front-desk activities of co-workspace and providing an overall welcoming environment for visitors.

Minimum Requirements:

Minimum 4 "C" passes in O' Level or equivalent qualification

Remuneration Package:

Basic Salary : 6,000.00

Service Allowance : 4,000.00

Total (MVR) : **10,000.00**

Working Hours:

Shift Duty

Job Tasks:

- Welcome visitors and attend to their queries in a warm and friendly manner
- Respond to queries via email and phone on a day-to-day basis, and attend to incoming and outgoing correspondences promptly
- Ensure messages are passed to the relevant department and/or person on a timely basis
- Maintain records of visitor inquiries and correspondences
- Listen to visitor complaints and attend to them diligently
- Ensure reception area and all common areas of co-workspace is clean and tidy, with stationaries and supplies stocked
- Maintain co-workspace security by maintaining visitor logs
- Assist in all other administrative tasks related to co-workspace including, scheduling meetings, organizing, and filing documents and attending to co-workspace hotline

Additional Responsibilities:

- Perform other work related duties assigned by the Business Center Corporation