



**Job Title:** Front Desk Officer.

**Hours:** 40 hours per week

**Duration:** I year renewable

**Responsible to:** Administrator

**Responsible for:** Maintaining a smooth and professional front-office environment.

**Location:** Smart African Development Consortium

P. O. Box:800334 Ntinda Plot 1191, Masembe Road

### **JOB SUMMARY**

We are looking for motivated office front desk officer to join our team. The front desk officer will be responsible to manage front-desk responsibilities effectively, provide excellent customer service, and contribute to the smooth running of an office.

### **KEY RESPONSIBILITIES.**

- Manages mails and maintains accurate records of visitors.
- Welcomes visitors, clients and customers and direct them to relevant person/Department.
- Enters data into computer systems, ie client information/appointment schedules.
- Maintains confidentially and handles sensitive information with discretion.
- Maintains the receptionist are clean and organized.
- Assisting staff with tasks such as photocopying, scanning and putting documents.
- Comfortable using office equipment like multi-line phone systems, printers and scanners.

### **QUALIFICATIONS & EXPERIENCE:**

- High School Diploma or equivalent (required in most cases).
- Bachelor's Degree or Certificate in Hospitality , Customer service is an added advantage.
- Computer Proficiency for-example proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other office software (e.g., Google Workspace, scheduling tools).