

Receptionist

Ronautica Middle East LLC

To assist the superior in the smooth and efficient running of a comprehensive reception of the Marina while ensuring high levels of diplomacy and communication skills.

Job Responsibilities include:

- Handle all incoming / outgoing telephone calls and connect the caller to the correct department or required person in the Company
- Answer telephone calls in a polite and pleasing manner without offending the caller
- Attend to visitors to the company premises and guide them to the appropriate person / department
- Ensure that the reception area is clean and tidy
- Deal with visitor's complaints and enquiries in an efficient manner.
- Assisting in berth booking & client administration
- Running the Front desk of the Marina
- Helping and assisting the HR & Administration Head and all Department Staff with all the related administrative issues
- To be the back – up of customer relations assistants.
- Organizing all incoming and outgoing operational faxes.

Skills:

- Minimum 2-3 years experience in a similar role.
- High degree of professionalism
- Excellent interpersonal skills
- The ability to work under pressure, with minimal supervision,
- has good organisational and communication skills and
- Bilingual Arabic/ English
- Computer literate

Education:

- Diploma in Secretarial Studies or equivalent