COMPUTER BUSINESS SOLUTIONS

Technology that transforms business

SCAN ME

VACANCY RECEPTIONIST

DEPARTMENT: Finance & Administration
REPORTS TO: Administrative Assistant
HEAD OF DEPARTMENT: Chief Accounting Officer

PURPOSE OF THE ROLE

- To be a gateway of the company by creating an impression at the CBS frontline, and by strongly influencing how customers feel about the company.

KEY RESPONSIBILITIES

- To open an efficient communication channel with CBS
- To create a highly professional and welcoming environment for CBS customers, taking the role of an ambassador.
- Establish and maintain effective working relationships with co-workers, supervisors and the general public

DUTIES:

1. Protect CBS image.
2. Operate CBS switchboard.
3. Receive visitors and direct them to their destination.
4. Maintain regular, consistent and professional attendance, punctuality and personal appearance.
5. Administer Time and Attendance System daily.
6. Ensure that all staff movement is filled in the registers (Log In and Out as well as office departure).
7. Receive all customers' orders and notify CBS staff promptly.
8. Receive customer invoices from CBS Accounts Office and dispatch them promptly.
9. Receive suppliers' invoices and deliver to the Accounts Office promptly.
10. Send list of customer orders received and supplier invoices received to the sales team daily.
11. Allocate transport to staff members per their requests.
12. Monitor CBS transport movement using CBS tracking system.
13. Report alerts on vehicle movement as provided by the tracking system.
14. Update the tracking system with the company's areas of interest.
15. Report vehicle start-up times on a weekly basis.
16. Inform the Drivers and the Office Assistants about all messages affecting them.
17. Schedule and allocate the use of the Boardroom and the Seminar room.
18. Submit drivers rating report on a weekly basis.
19. Prepare requisitions for telephone bills.\Perform any other duties assigned.

CORE COMPETENCIES

1. Computer Literacy
2. Good Customer Service
3. Good communication skills
4. Ability to work independently
5. Ability to work under pressure
6. Ability to multi task
7. Good judgement skills
8. Attention to detail

QUALIFICATION

1. Diploma in Office Administration & Management OR Equivalent
2. At least 2 years' relevant experience

Interested candidates should forward an application letter, CV, certified copies of certificates & transcripts to:
recruitment@cbs.co.ls.
Email subject should be: **RECEPTIONIST**
NB: NO HARD COPIES WILL BE ACCEPTED
The deadline for submission of applications is **10th May, 2024.** NOTE: Only shortlisted candidates will be contacted. If you have not heard from us within 5 working days after deadline, please consider your application unsuccessful.

COMPUTER BUSINESS SOLUTIONS
Technology that transforms business