



SIMBAZ GROUP LIMITED

www.simbazgroup.com

Position/ Job Title: Receptionist

Job Type: Full-Time

Key Responsibilities:

- Greet and welcome visitors with a positive, professional attitude.
- Answer and direct phone calls in a timely and friendly manner.
- Manage office supplies and ensure the reception area is tidy and presentable.
- Schedule appointments and manage meeting rooms.
- Assist with administrative tasks such as filing, scanning, and data entry.
- Handle incoming and outgoing mail.
- Support the team with additional duties as required.

Requirements:

- Previous experience as a receptionist or in a similar administrative role.
- Excellent communication and interpersonal skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Strong organizational and multitasking abilities.
- Attention to detail and ability to work in a fast-paced environment.
- A positive attitude and a commitment to providing excellent customer service.

Benefits:

- Competitive salary.
- Friendly and supportive work environment.

- Opportunities for growth within the company.