

JOB DESCRIPTION OF CRO(Client Representative Offer)

Objective:-

- 1. Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately.**

Key Activities:-

- 1. Greet and welcome guests as soon as they arrive at the office.**
- 2. Route calls to specific people.**
- 3. Answer inquiries about company.**
- 4. Send email and faxes.**
- 5. Collect and distribute parcels and other mail.**
- 6. Perform basic bookkeeping, filing, and clerical duties.**
- 7. Update appointment calendars.**
- 8. Schedule follow-up appointments.**
- 9. Ensure reception area is tidy.**
- 10. Coordinate mail flow in and out of office.**
- 11. Coordinate office activities.**
- 12. Handle phone calls from people calling in sick.**
- 13. Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges).**
- 14. Order front office supplies and keep inventory of stock.**
- 15. Arrange travel and accommodations, and prepare vouchers.**
- 16. Keep updated records of office expenses and costs.**
- 17. Perform other clerical receptionist duties such as filing, photocopying, transcribing and faxing.**

Skills Required(Job Specific):-

- 1. Good understanding of office administration and basic bookkeeping practices.**

2. Superb written and verbal communication skills.
3. Excellent organizational and multi-tasking abilities.
4. Strong knowledge of MS Office programs.

Education:-

Any graduate with excellent communication skills/ Any relevant degree or certification course.

Experience:-

A minimum of 2 years of proven experience in a similar role.

Age:-

25-30 YEAR

Gender:-

MALE/FEMALE