

POSITION DETAILS

Job Title	Receptionist
Company	Pivotech Company Limited
Department	Finance & Administration
Category	Operational
Vacancies	1
Salary	Competitive package (negotiable)
Posted on	20/09/2022
Last date	25/09/2022

ABOUT US

PIVOTECH is an engineering services company, specializing in O&M services in Electrical, Mechanical, and ICT-related disciplines. PIVOTECH also executes Civil Works and Building contracts both for Governments & non-government institutions. The company has been in existence since 2007 and currently employs 259 permanent staff. The company is ISO compliant in ISO 9001:2015, ISO 14001:2015 and OHSAS 45001:2018 standards.

CORE JOB DESCRIPTION

The receptionist is responsible for serving visitors, welcoming, and directing them appropriately; notifies company personnel of visitor arrival; maintains security and telecommunications consoles. Receptionist has to present the first impression of the organization to visitors, clients and customers.

KEY TASKS

Attend Walk-in visitors by welcoming them in person

Answering telephone calls and referring inquiries

Reconcile expenditures

Assist Office Administrator in various activities.

EDUCATION

- A minimum of diploma in Business Administration or related field.

EXPERIENCE

At least two (2) years of related experience in customer services/front desk.

SKILLS & ABILITIES

- Problem-solving skills
- Conversant with Microsoft office
- Proactive and Innovative
- Ability to learn quickly
- Ability to work under pressure
- Positive attitude
- Customer handling skills

How to Apply:

1. Subject of your e mail must read “**Application for Receptionist**”;
2. Attach your CV and copies of your certificates to recruitment@pivotechgroup.co.tz

Deadline:

Sunday, 25th September, 2022 at 11:59pm. All applications received after the deadline will not be considered. If you do not hear from us after 14 days since you sent your application means your application was not successful.