



JOB ADVERTISEMENT FOR FRONT DESK EXECUTIVE

Job Title: Front Desk Executive
Location: Accra
Job Type: Full-time
Company: Atuguba and Associates

Job Summary:

We are seeking a customer-centric and organized Front Desk Executive to join our team. As the first point of contact for clients, visitors, and guests, you will play a critical role in ensuring a welcoming environment and smooth daily operations. The ideal candidate must have excellent communication skills, a professional demeanor, and a strong customer service orientation.

Key Responsibilities:

- Greet and assist visitors, clients, and employees upon arrival,
- Answer and direct phone calls in a polite and professional manner,
- Manage front desk operations, including handling inquiries and providing information,
- Maintain a tidy and presentable reception area,
- Coordinate mail, packages, and deliveries,
- Schedule appointments and manage meeting room reservations,
- Provide administrative support to various departments as needed,
- Assist with general office duties, including data entry, filing, and record-keeping,
- Ensure all visitors comply with security and sign-in procedures.

Qualifications:

- Diploma or Bachelor's degree
- Proven experience in a front desk or customer service role
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong verbal and written communication skills
- Ability to handle multiple tasks in a fast-paced environment
- Excellent organizational skills and attention to detail
- Professional appearance and attitude
- Ability to work independently and as part of a team



Benefits:

- Competitive salary
- Opportunities for professional growth and development

How to Apply:

Interested candidates should submit their Curriculum Vitae and cover letter via email to info@atugubaassociates.com by **30th November 2024**. Please include "Front Desk Executive" in the subject line of your email.



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