

Front Desk Officer

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Company: TUV Austria BIC

Location: Lahore

Category: office-and-administrative-support

Front Desk Officer TUV Austria BIC, Pakistan TUV Austria Bureau of Inspections & Certifications (Pvt.) Ltd. (TUVAT BIC), a multinational firm, is looking for a Front Desk Officer to join our Karachi Office. The successful candidate will assist the Head of Department achieve organizational goals and targets. Job Specification An ideal candidate will:have 1-2 years experience of being at the front desk officehave good knowhow of using MS Office tools such as Word, Power Point, and Excel etc.have excellent telephone manners and a business friendly personalitybe confident in dealing with visitors, guests and clientshave the capacity to take on challenges head-onhave a 'go getter' attitudehave a considerably huge appetite for work and growthbe able to communicate effectively at all levels in both English and Urdu (written and Oral)Attractive compensation and benefits plan for the right candidate.We are an equal opportunity employer! Information Technology and Services - Lahore, Pakistan #J-18808-Ljbffr

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