

Front Desk Officer

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Company: TUV Austria BIC

Location: Lahore

Category: other-general

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 office

have good knowhow of using MS Office tools such as Word, Power Point, and Excel etc.

have excellent telephone manners and a business friendly personality

be confident in dealing with visitors, guests and clients

have the capacity to take on challenges head-on

have a 'go getter' attitude

have a considerably huge appetite for work and growth

be 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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