



جامعة الأمير محمد بن فهد الأهلية

PRINCE MOHAMMAD BIN FAHD UNIVERSITY

Receptionist

Job Description

This position reflects the first point of contact for prospective students and their families.

Minimum Qualifications:

- High School Diploma
- Computer literate
- Posses good English and Arabic communication skills
- Experience in customer service related fields

Duties and responsibilities

- Greets and directs all visitors and students
- ensures completion of paperwork's
- sign-in and security procedures
- handles incoming calls and performs general administrative duties
- assist other demonstrative staff with overflow work, includes:
 - work processing
 - data entry
 - internet research tasks and survey
 - walk in survey
 - telephone survey
- The successful candidate must be a team player with excellent public relations and organizational skills, and be comfortable working with a wide range of campus visitors.
- Experience working with Microsoft Office and database systems is preferred.