

Deputy Officer- Front Desk

SKS Foundation

Vacancy

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Job Context

Since 1987, SKS Foundation works with the communities in the North-west Bangladesh for improving socio-economic status, promoting gender equality through creating enabling environment. SKS implements community driven development programs; maintains close collaboration with local government & administration, line departments, civil societies, NGOs, development partners & other stakeholders to bring positive changes in the society. This Position will be recruited for Head Office.

Job Responsibilities:

- Answer, screen and forward incoming phone calls.
- Ensure front office / reception area is tidy and presentable.
- Provide basic and accurate information in-person and via phone/email.
- Meeting and greeting clients.
- Arranging couriers.
- Informs visitors by answering or referring inquiries.
- Coordinating guest service.
- Directs visitors by maintaining employee and department directories.
- Ensure reception area presentable with all necessary stationery and material (e.g. pens, forms and brochures).
- Taking and ensuring messages are passed to the appropriate staff member in time.
- Ensure the Front Desk area is properly maintained to represent the Organization with a view of good image.
- Receptionist will be the primary custodian of this phone.
- A standard register should be maintained by the custodian to record the phone calls (any feedback or complaint).
- Ensure receiving all documents from outside and registered.
- Distribute the documents to respective department/officials properly.
- Relevant documents preservation.
- Promote gender sensitivity and team spirit among the support staff.
- Ensure appropriate filing and stamping of documents as appropriate.
- Will discharge such other functions as may be assigned from time to time.

Employment Status:

Full-time

Educational Requirements

Bachelor / Master's degree in any discipline.

Experience Requirements

- 3 to 5 year(s)

Additional Requirements

- Age at most 35 years
- Only females are allowed to apply
- Computer proficiency on MS word, MS Excel.
- Able to maintain systematical filing and record keeping.
- Ability to speak well and convey information clearly.
- Technology-proficient,
- Possessing emotional intelligence,
- Having good communication skills.
- Organizing time well.
- Adopting an independent approach to work.

Workplace:

Work at Office

Job Location

Gaibandha

Salary

Tk. 35736 (Monthly)

Others benefits will be as per organization policy

Compensation & other benefits

T/A, Mobile bill, Weekly 2 holidays, Provident fund, Gratuity.

Read Before Apply

Interested Candidates are requested to apply Deputy Director- HR SKS Foundation, College Road, Uttar Horin Singha, Gaibandha-5700. Applications should reach with detailed CV including contact cell-phone number and two referees. Only short listed candidates will be called for interview. Only Women candidates are allowed to apply.

***Photograph** must be enclosed with the resume.

Apply Procedure

Send your CV to recruitment@sks-bd.org

Application Deadline: 12 Oct 2023