

**Position Title: RECEPTIONIST**

**Main Purpose of the Role:**

The role exists to provide the Company with corporate reception services.

**Selection Criteria:**

***Qualifications, Experience and Knowledge:***

1. Certificate III in Business Administration.
2. Prior receptionist/customer service experience
3. Effective skills in Microsoft Office Suite (2007 Version)

***Personal Attributes:***

1. Possess excellent verbal communication skills and a clear and professional telephone manner.
2. Possess good organisational and time management skills.
3. Possess the ability to work effectively as part of a team.
4. Be committed to workplace health and safety and quality assurance principles.
5. Possess a positive, professional image and a customer focused and flexible approach.
6. Possess the ability to display a strong attention to detail whilst completing routine/repetitive tasks.
7. Must be mature, reliable and able to work unsupervised.