

JOB DESCRIPTION

Indenting Organization: Shah Satnam Ji Research and Development Foundation

Job Title: Receptionist

Job Type: Full-time

Job Location: Sirsa, Haryana

❖ ABOUT THE ORGANIZATION AND ROLE

Shah Satnam Ji Research and Development Foundation is seeking qualified, dedicated and motivated candidates for administrative positions.

Selected candidates should demonstrate professional conduct, effective communication, relevant qualifications and a commitment to their assigned responsibilities.

❖ KEY RESPONSIBILITIES

Receptionist:

- Welcome visitors and guide them to the appropriate department.
- Handle incoming calls, messages and general enquiries.
- Maintain visitor registers, appointment records and office documentation.
- Perform computer-based data entry and update records accurately.
- Manage emails, printing, scanning and routine correspondence.
- Coordinate appointments and assist with administrative activities.
- Maintain confidentiality and a professional reception environment.

❖ MINIMUM EDUCATIONAL QUALIFICATION AND EXPERIENCE

- Graduation from a recognized university.
- Minimum one year of Relevant receptionist or administrative experience is required
- Basic computer knowledge and data-entry skills are required.
- Knowledge of MS Office, email and office documentation.

❖ REQUIRED SKILLS

- Good communication and interpersonal skills.
- Professional attitude, discipline and punctuality.
- Ability to work independently and as part of a team.
- Strong organizational and documentation skills.
- Ability to maintain confidentiality and follow organizational procedures.
- For healthcare trainers: relevant clinical knowledge, teaching ability and practical training skills.
- For the Receptionist: computer proficiency, accurate data entry and visitor-management skills.

❖ SELECTION CRITERIA:

Candidates will be shortlisted based on their educational qualifications, relevant professional experience, technical knowledge, communication skills and compliance with the applicable eligibility requirements.

- ❖ **Application Documents:** Updated resume, educational certificates, experience certificates and other relevant professional documents.