

# RECEPTIONIST/ PROPERTY OFFICER

**Location:** Ghana

## Role Purpose

Provide receptionist services for the Company and overall office administrative assistance ensuring professional and efficient answering of Company switchboard and reception of walk-in guests. Timely administrative assistance in the areas of diary document management, ordering office supplies, ordering of refreshments, and general day-to-day running of the office. Also assisting the Property Manager with property management activities such as leasing, property reporting, tenant KYC, etc, as might be required.

## Role Requirements & Activities

### Receptionist

- Welcome visitors by greeting them, in person or on the telephone; answering or referring inquiries.
- Maintain telecommunication system by following manufacturer's instructions for house phone and console operation
- Maintain safe and clean reception area by complying with procedures, rules, and regulations
- Contribute to team effort by accomplishing related results as needed

### Office Administration

- Maintain office equipment
- Order office supplies - stationery and groceries etc.
- Set-up of Board room
- Assist with travel arrangements

### Property Management

- Assist with lease administration activities such as loading leases on Brollonline
- Assist with KYC documentation for new tenants
- Assist with month end property reporting
- Assist in keeping certifications up to date - Compliance

## Competencies and Technical Expertise

### Competency / Performance

- Excellent communicator (written and verbal/presentation skills)
- Able to work and make decisions under pressure
- Must be a team player

### Technical / Professional Expertise

- Proficient in full MS Office suite

## Required experience, Qualification & Skills

- Entry level
- A first degree in Land Economy or Real Estate