

We are

HIRING

Front Desk Executive

Location- Dhaka (Head Office)



A Nationwide ISP Company

Job Responsibilities:

- Welcome visitors, clients, and guests with courtesy and professionalism.
- Maintain a positive first impression of the company through proper grooming, etiquette, and customer service.
- Handle all incoming phone calls, route them to the appropriate person and take accurate messages when necessary.
- Manage and record all incoming and outgoing mail, parcels, and couriers.
- Maintain the visitor logbook and ensure all guests follow company security and access protocols.
- Coordinate and schedule meetings, appointments, and conference room bookings.
- Support HR and Admin departments in organizing interviews, meetings, and employee events.
- Maintain and update front desk files, documents, and contact lists.
- Assist in managing office supplies and inventory related to reception or administrative needs.
- Monitor the cleanliness and presentation of the reception area and ensure all resources (brochures, company profiles, water, stationery) are in place.
- Handle basic inquiries about company services, products, or departments.
- Provide administrative and clerical support to the management team when required.
- Assist in maintaining attendance records or visitor data, as directed by HR/Admin.
- Maintain confidentiality and uphold company policies at all times.

Requirements:

- Bachelor's degree in any discipline.
- Excellent communication skills in both Bangla and English.
- Pleasant personality, smart appearance, and strong interpersonal skills.
- Proficiency in MS Office (Word, Excel, Outlook).
- Prior experience in a front desk or administrative role will be an advantage.

Compensation & Benefits:

- Attractive salary based on experience and qualification.
- Festival bonus.
- Mobile & internet allowance.
- Other benefits as per company policy.



Please write the name of the post in the subject line



career@onesky.com.bd



01980011596