

## Job Description: **Front Officer Manager**

### Position Summary

The Front Desk Officer will report to the CEO and the Company Manager. The Front Desk Officer will be responsible for performing general administrative tasks to support the day to day operations of Simply Green.

The Front Desk Officer's duties include but are not limited to:

- Ensuring that everyone who comes into the workplace is greeted with a warm welcome.
- Welcoming visitors, receiving mail, email or packages and routing them to the proper department effectively and efficiently.
- Organizing and maintaining files and records; update when necessary
- Operating office equipment, such as photocopier, printers etc. and performing other clerical functions.
- Assisting with bookkeeping, documentation and data entry/management.
- Monitoring office supplies and placing orders when necessary.
- Recording minutes of meetings.
- Performing front desk functions by answering employee requests and questions.
- Assisting other departments wherever necessary and maintain good working relationships with Team Members'
- Taking up other duties as assigned

### Job Requirements:

- Excellent verbal and written communication.
- Good planning and organizational skills with high level of attention to detail.
- Strong communication and people skills
- Ability to deal and communicate effectively with all levels of staff and management.
- Disciplined and takes initiative.
- Self-motivated and dependable.
- Integrity and professionalism
- Good knowledge of MS Office (especially Excel and Word)