



JOB DESCRIPTION

1. **Title and Full Name:** (To be filled in)
2. **Job title:** Receptionist
3. **Status:** Full time employee
4. **Department:** Administration/ Finance
5. **Organizational Relationship:**
 - **Supervised by:** Administration Officer
 - **Report to:** Administration Officer

6. Duties and Responsibilities:

The responsibilities of the Receptionist are as follows:

1. Managing and routing incoming phone calls.
2. Greeting visitors
3. Directing visitors to their destinations
4. Setting appointments for office related works.
5. Taking note and accurately delivering messages to recipients in a timely manner.
6. Delivering messages and internal information to staff of the Open Institute as instructed by the Administration officer or the Executive Director.
7. Register in coming letters, sending and follow up letters out make sure they all reach the right destinations and in a timely manner, and perform other administrative duties as requested by the Administration officer.
8. To assist the administration officer in preparing room and serve refreshment for meetings, trainings.
9. Serving drink for visitors.
10. Observing visitors and report to immediate supervisor any unusual or suspicious persons or activities.
11. Regularly provide report on his/her own job in a weekly or monthly basic as required by the Administration officer.
12. To type or copy documents when required by his/her supervisor or persons designated by the supervisor.
13. To perform effectively and in timely manner works assigned and undertake any other support duties as may be required from time to time by the Administration Officer, the Executive Director or the person designated by the Executive Director.