



## **Job Title: Front Desk Officer (Female Preferred)**

**Location:** Islamabad

**Department:** Administration

**Reports to:** Sr. Manager Administration

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### **Job Summary:**

We are looking for a friendly, professional, and organized **Front Desk Officer** to serve as the first point of contact for visitors at our company. The incumbent will welcome guests, manage incoming communications, and provide vital administrative support.

**Female candidates with prior relevant experience and proficiency in the Chinese language will be preferred.**

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### **Key Responsibilities:**

- Greet visitors warmly and ensure they are assisted promptly and professionally
  - Receive letters, couriers, and packages; ensure accurate distribution to respective departments
  - Answer and route incoming phone calls; take messages when necessary
  - Support the Admin team and immediate supervisor with day-to-day administrative tasks
  - Maintain daily office cleanliness checklist and perform routine inspections
  - Monitor and manage office supplies and inventory levels
  - Assist in organizing files, records, bills payments of admin department.
  - Provide excellent customer service to internal staff as well as guests.
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### **Requirements:**

- Bachelor's Degree
- Prior experience as a Front Desk Officer or similar role
- Proficiency in MS Office (Excel, Word, Outlook)
- Strong communication and interpersonal skills
- Highly organized with good multi-tasking ability
- Chinese language skills will be an added advantage