



## **JOB DESCRIPTION**

**Job Title:** Front Desk Officer  
**Job Type:** Contract (3months)  
**Location:** National Coordination Office (NCO) Abuja  
**Reports to:** Human Resource and Administration

### **Main Function of the Job:**

To handle a variety of administrative support tasks, including answering phones, receiving visitors, preparing meeting and training rooms, sorting and distributing mail, and making travel plans.

### **Principal Responsibilities:**

- Welcome visitors with a positive and helpful attitude.
- Assisting visitors in finding their way around the office.
- Announcing visitors to each department as necessary.
- Helping maintain workplace security by issuing, checking, collecting badges and maintaining visitor logs.
- Assisting with a variety of administrative tasks including copying, taking notes, and making travel plans.
- Assist in preparing meetings and training rooms.
- Answering phones in a professional manner, and routing calls as necessary.
- Assisting colleagues with administrative tasks.
- Performing ad-hoc documentation duties as required.
- Answering, forwarding, and screening phone calls.
- Sorting and distributing mail.
- Provide excellent customer service.
- Scheduling appointments.

### **Front Desk Office Requirements:**

- Associate's or bachelor's degree in a related field.
- Prior experience as a receptionist, Admin assistant or in a related field.

- Consistent, professional dress, and manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Good time management skills.
- Experience with administrative and clerical procedures.
- Able to contribute positively as part of a team, helping out with various tasks as required