

# **JOB VACANCY: FRONT DESK / RECEPTIONIST (WITH COMPUTER SKILLS) – LEKKI PHASE 1**

## **About the Role**

We are seeking a smart, organised, and customer-focused Front Desk/Receptionist to serve as the first point of contact for visitors and clients. The ideal candidate must possess strong communication skills, a professional appearance, and good computer proficiency to support daily administrative operations.

## **Job Summary**

The Front Desk/Receptionist will manage front office activities, handle inquiries, provide administrative support, and ensure smooth communication within the organisation while maintaining a welcoming and professional environment.

## **Key Responsibilities**

- Welcome and attend to visitors and clients in a professional manner.
- Manage incoming calls, emails, and general inquiries.
- Maintain the front desk area to ensure it is neat and organised.
- Schedule appointments and manage meeting calendars.
- Perform basic administrative and clerical duties.
- Prepare, type, and manage documents using computer applications.
- Maintain records, files, and office documentation.
- Receive and dispatch correspondence and packages.

- Support office operations and assist other departments when required.
- Ensure confidentiality and professionalism at all times.

### **Requirements & Qualifications**

- Minimum of OND/HND in Office Administration, Business Administration, or a related field.
- Proven experience as a receptionist or front desk officer is an advantage.
- Strong computer skills (Microsoft Word, Excel, email handling, and basic office software).
- Excellent verbal and written communication skills.
- Good organisational and multitasking abilities.
- Professional attitude and customer service orientation.
- Ability to work independently and responsibly.
- Must be resident in Lekki Phase 1 or nearby areas.

### **Benefits**

- Competitive salary
- Supportive and professional work environment
- Opportunity for career growth and skill development
- Paid leave and other statutory benefits

### **How to Apply**

Interested and qualified candidates should apply using the link below: