

## Receptionist (Bilingual)

[Apply Now](#)

Company: American International University, Kuwait

Location: Kuwait

Category: office-and-administrative-support

### Receptionist (Bilingual)

American International University - Kuwait City

American International University (AIU) is looking for dynamic and engaged full time employees for its newly established University. We seek individuals who can perform receptionist duties, including answering calls, greeting students and visitors and directing them to the appropriate location on campus, providing general information, and assisting with other various clerical support activities .

#### Duties:

- 1 . Provide accurate information and referrals obtained from a variety of sources to field questions from the public regarding University operations, departments and programs, phone numbers, operational hours, events, etc.
- 2 . Operate complex digital telephone system to relay incoming and intra-system telephone calls
- 3 . Greet visitors and direct them to appropriate personnel or department
- 4 . Provide students/guests with general information about registration, scholarship, testing, counseling, etc., and refer students to appropriate person or department
- 5 . Maintain various voice messages associated with events, holidays and University closings

- 6 . Update and maintain University directory and other resources to ensure accurate dispensing of information including website
- 7 . Receive mail and packages on behalf of the institution open, sort and route mail to the appropriate personnel or department
- 8 . Answer routine questions about telephone and voice mailbox operation report communication/computer problems to supervisor
- 9 . Work closely with Facilities and Security as needed by contacting them during an emergency or non-emergency situation
10. Answer questions and provide training for new operators, on-call support or student-workers
11. Maintain reception office spaces ensuring areas stocked with materials and appropriate information
12. Evening and weekend duties as required
13. Other duties as assigned

Skills:

- 1 . Must possess skills to be able to explain and demonstrate the essential functions of the position
- 2 . Ability to communicate information clearly and effectively with a variety of people: students, employees, and the general public must possess English communication and customer service skills. Arabic is a must.
- 3 . Demonstrated knowledge of proper telephone etiquette answering and transferring telephone calls, handling multiple lines
- 4 . Demonstrated ability to expedite phone calls by giving clear, concise, specific information
- 5 . Ability to multitask with frequent interruptions must be able to work in fast-paced, professional working environment, working under pressure and maintaining composure must be task-oriented, a self-starter, and capable working independently

- 6 . Demonstrated skills, knowledge, and experience working with clerical administration
- 7 . Demonstrated ability to maintain confidentiality and effectively handle sensitive information with sound judgment, tact, and discretion
- 8 . Ability to organize and prioritize work assignments and meet deadlines
- 9 . Demonstrated proficiency in the use of standard software applications
10. Demonstrated ability to work and communicate effectively with a diverse group of professionals and constituents
11. Ability to work evening and weekends as required

Experience and Education:

- 1 . Bachelors / High School diploma required
- 2 . Language: English and Arabic bilingual
- 3 . Experience in clerical administrative and/or receptionist role
- 4 . Six months of console experience in a busy, customer service-oriented position or evidence of training.

[Apply Now](#)

**Cross References and Citations:**

1. **Receptionist (Bilingual)**[GulfjobscentralJobs Kuwait Gulfjobscentral](#) ↗
2. **Receptionist (Bilingual)**[Dairyjobs Jobs Kuwait Dairyjobs](#) ↗
3. **Receptionist (Bilingual)**[Securityguardjobs Jobs Kuwait Securityguardjobs](#) ↗
4. **Receptionist (Bilingual)**[HospitalityjobsJobs Kuwait Hospitalityjobs](#) ↗
5. **Receptionist (Bilingual)**[HospitalityjobsJobs Kuwait Hospitalityjobs](#) ↗
6. **Receptionist (Bilingual)**[Istanbuljobs Jobs Kuwait Istanbuljobs](#) ↗
7. **Receptionist (Bilingual)**[ProgrammingjobsnearmeJobs Kuwait](#)

**Programmingjobsnearme** ↗

**8. Receptionist (Bilingual)Chefjobsnearme Jobs Kuwait Chefjobsnearme** ↗

**9. Receptionist (Bilingual)Environmentaljobs Jobs Kuwait Environmentaljobs** ↗

**10. Receptionist (Bilingual) Graduatejobsnearme Jobs Kuwait Graduatejobsnearme** ↗

**11. Receptionist (Bilingual) Dominicanrepublicjobs Jobs Kuwait Dominicanrepublicjobs** ↗

**12. Receptionist (Bilingual) Bahrainjobs Jobs Kuwait Bahrainjobs** ↗

**13. Receptionist (Bilingual) Findwordpressjobs Jobs Kuwait Findwordpressjobs** ↗

**14. Receptionist (Bilingual) Theflexiblejobs Jobs Kuwait Theflexiblejobs** ↗

**15. Receptionist (Bilingual) Insurancejobs Jobs Kuwait Insurancejobs** ↗

**16. Receptionist (Bilingual) Johannesburgjobs Jobs Kuwait Johannesburgjobs** ↗

**17. Receptionist (Bilingual) Orthopedicjobs Jobs Kuwait Orthopedicjobs** ↗

**18. Receptionist (Bilingual) Workjobs Jobs Kuwait Workjobs** ↗

**19. Receptionist (bilingual) Jobs Kuwait** ↗

**20. AMP Version of Receptionist (bilingual)** ↗

**21. Receptionist (bilingual) Kuwait Jobs** ↗

**22. Receptionist (bilingual) Jobs Kuwait** ↗

**23. Receptionist (bilingual) Job Search** ↗

**24. Receptionist (bilingual) Search** ↗

**25. Receptionist (bilingual) Find Jobs** ↗

Source:<https://kw.expertini.com/jobs/job/receptionist-bilingual--kuwait-american-international-acf87c1eba/>

Generated on: 2024-05-04 by [Expertini.Com](https://www.expertini.com)