

Job Vacancy

Title: **Receptionist, Botanic Unit**

Position Code: **RBG-2024-06**

The Royal Botanic Garden (RBG) is seeking to hire a dedicated and skilled receptionist, to join the Botanics Directorate team. This role is vital in managing visitor center and supporting RBG's mission of plant conservation and scientific research.

Key Responsibilities:

- Greet visitors in a kind and respectful manner and direct visitors to their scheduled appointments.
- Answer all calls and direct them to the appropriate staff member.
- Maintain a record of incoming and outgoing mail and courier deliveries.
- Make appointments with clients and schedule visits.
- Contribute to the Visitor Centre's file management as well as monitoring and evaluation system in terms of collection, verification, database entry, and filing of client data.
- Manage lobby lounge and meeting room reservations.
- Set up supplies for meetings.
- Keep the reception areas welcoming and tidy.
- Make copies of forms and leaflets kept at the reception.
- Monitor stock of office supplies.
- Undertake data entry as necessary.

Requirements:

- **Education:** Bachelor's degree in Bachelor's degree in Public Relations, Public Administration, Business Administration, Secretary, or Hospitality Management.
- **Experience:** At least 2 years of proven experience in public-facing roles and file.
- **Skills & Abilities:**
 - Strong initiative, efficiency, and ability to work with minimal supervision.
 - Proficiency in Microsoft Office.
 - Excellent communication and interpersonal skills.
 - Professional attitude and positive outlook.
 - Ability to work well under pressure and manage multiple tasks effectively.
 - Strong organizational skills and attention to detail.
- **Languages:** Proficient in both Arabic and English.

Interested candidates who meet the required qualifications are invited to submit their CVs to hr@royalbotanicgarden.org by **October 15, 2024**. Please ensure that the job title and code are included in the subject line of your email. **Applications that do not include this information will not be considered.**