

የኢ.ፌ.ዲ.ሪ ኤምባሲ ለንደን

በድጋሚ የወጣ ክፍት የሥራ መደብ ማስታወቂያ

- የሥራ መደቡ መጠሪያ :- እንግዳ ተቀባይና የሰልክ አጥፊ
- የቅጥር ሁኔታ :- በኮንትራት
- የሥራ ቦታ :- በኤምባሲው ጽ/ቤት
- ብዛት አንድ ፣ ጾታ ሴት/ወንድ
- ደመወዝ በወር £ 1,400.00 (አንድ ሺ አራት መቶ ፓውንድ)
- ተፈላጊ ችሎታ :- በጽሕፈትና ቢሮ አስተዳደር ወይም በቢዝነስ አስተዳደር ወይም በተመሳሳይ የት/ት ዓይነት ዲፕሎማ ያላቸው፣ አማርኛና እንግሊዝኛ በሚገባ የሚችሉ፣
- የምዝገባ ቀናት ማስታወቂያው ከወጣበት ቀን ጀምሮ ባሉት አምስት ተከታታይ ቀናት ብቻ።
- ምዝገባው በኢሜል ብቻ ይሆናል፡- ኢሜል :- [hrm@ethioembassy.org.uk](mailto:hrm@ethioembassy.org.uk)

ማስታወሻ :- አመልካቾች በዩናይትድ ኪንግደም የመኖሪያና የሥራ ፈቃድ ያላቸው መሆን አለባቸው።

አድራሻ :-

17 princise gate

Sw7 1pz

Ethiopia Embassy London



# Embassy of the Federal Democratic Republic of Ethiopia

## Vacancy for Receptionist Position

The key responsibilities for the position include but are not limited to

- Provide reception services to walk-in visitors and via telephone inquiries and respond to queries and/or refer to the appropriate contact in the Embassy
- Manage the Embassy switchboard and monitor the Embassy 's CCTV system
- Maintain reception master records such as Embassy personnel, telephone directories, diplomatic/consular lists, duty officer rosters, emergency contact numbers, after-hours overtime roster
- Facilitate entry into the Embassy of authorized and other persons in liaison with security officers, including ID checks, logging, and issuing visitor's passes, monitoring key/issue return, and checking/updating entries in the incident/security suggestion logs
- Liaise with Embassy staff to coordinate specific deliveries for events and functions
- Oversee vehicular access to the Embassy parking facilities
- Provide new staff, visitors, and callers with relevant information as to navigating the city and responding to queries.

### SELECTION CRITERIA

Candidates must address all selection (including desirables) criteria for applications to be considered.

#### Essential

- Experience providing receptionist services or in a client services role
- Excellent oral and interpersonal skills in dealing with people whilst remaining calm and maintaining a professional disposition
- Excellent judgment and the ability to handle various queries on a broad range of subjects
- Ability to contribute effectively as a member of a small team including the ability to work with minimum supervision and maintain confidentiality
- Standard computer skills.

#### Desirable

- Experience operating a switchboard.
- Knowledge of/or work-related experience in a diplomatic mission, international organization, or organization directly linked to a diplomatic community.
- Demonstrated knowledge and appreciation of Ethiopian culture and society.
- Being friendly and polite.
- Being sociable and able to empathize with others.
- Able to control emotions and work under pressure.

