

ክፍት የሥራ መደብ ማስታወቂያ

- የሥራ ቦታ :- የኢ.ፌ.ዲ.ሪ. ለንደን ኤምባሲ
- የሥራ መደብ መጠያ :- እንግዳ ተቀባይና የስልክ አፕሬት
- የቅጥር ሁኔታ :- በኮንትራት ለሶስት ወራት ሆኖ በሚያሳዩት የሥራ አፈጻጸም ውጤት የሚረዘም
- ብዛት :- አንድ ፣
- ደመወዝ :- በስምምነት ፣ ሴቶች ይበረታታሉ
- ተፈላጊ ችሎታ :- በጽህፈትና ቢሮ አስተዳደር ዲፕሎማና አግባብነት ያለው የሥራ ልምድ ፣ እንዲሁም አማርኛ እና እንግሊዝኛ በሚገባ የሚችሉ
- የምዝገባ ቀናት :- ይህ ማስታወቂያ ከወጣበት ቀን ጀምሮ ላሉት አምስት ተከታታይ የሥራ ቀናት በadminfinance@ethioembassy.org.uk እና በnict@ethioembassy.org.uk የኢ.ሜይል አድራሻዎች Curriculum Vitae (CV) መላክ የሚቻል መሆኑን እናሳውቃለን።

የኢ.ፌ.ዲ.ሪ ኤምባሲ ለንደን



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.

