

Receptionist

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Company: Dangote Industries Limited

Location: Douala

Category: office-and-administrative-support

Are you a friendly and personable individual with excellent multitasking skills? We are currently seeking a Receptionist to join our team at Dangote Cement.

As a Receptionist, you will be the first point of contact for our company, greeting visitors and providing them with a positive and welcoming experience. You will also be responsible for managing incoming calls, distributing mail, and performing various administrative tasks to support the smooth operation of our office.

Requirements

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Previous experience as a receptionist or in a similar customer-facing role

Excellent communication and interpersonal skills

Ability to handle multiple tasks and prioritize effectively

Proficiency in Microsoft Office Suite

Strong organizational skills

Professional and friendly demeanor

High school diploma or equivalent

Benefits

Private Health insurance

Paid time off

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