Analytix Arabia

https://analytix.sa/job/receptionist/

Receptionist

Hiring organization
Analytix Arabia Management Consultants

Employment Type
Full-time

Job Location
Riyadh, Saudi Arabia

Date posted
2026-01-21

Description

The Receptionist is the first point of contact for visitors and clients, responsible for creating a positive and professional impression. This role ensures the smooth operation of the front desk by handling phone calls, greeting visitors, managing appointments, and performing general administrative duties to support the team. The Receptionist will provide excellent customer service and ensure that office operations are efficient and organized.

Responsibilities

- Greet and welcome visitors, clients, and employees in a professional and friendly manner.
- Answer, screen, and direct phone calls to the appropriate departments or personnel.
- Manage the reception area, ensuring it is neat, organized, and welcoming at all times.
- Schedule and coordinate appointments and meetings
- Provide general administrative support, including photocopying, filing, and managing office supplies.
- Maintain and update contact information in the company’s database or filing systems.
- Assist with basic inquiries or concerns from clients, visitors, or staff members.
- Perform other duties as assigned by the office manager or administrative supervisor.

Qualifications

- Proven experience as a receptionist or in a similar customer service role.
- Strong communication and interpersonal skills, with the ability to interact professionally and courteously with people at all levels.
- Strong organizational skills and attention to detail.
- Ability to manage multiple tasks efficiently in a fast-paced environment.
- Ability to maintain a high level of professionalism and confidentiality.
- Comfortable working independently as well as part of a team.
- Females are Preferred.