

Job Title: Office Receptionist

Department: Administration

Location: AKIJ House

AKIJ Resource is looking for a courteous, professional, and service-oriented Office Receptionist to be the first point of contact at our Corporate Headquarters. If you have strong communication skills, a welcoming attitude, and enjoy working in a corporate environment, we encourage you to apply.

Key Responsibilities:

- Greet and assist visitors, clients, and stakeholders professionally
- Manage front desk operations, calls, emails, and inquiries
- Coordinate meeting rooms, calendars, and visitor access
- Maintain office records, logs, and basic documentation
- Support HR/Admin teams with onboarding coordination and office logistics
- Handle courier services, vendor coordination, and office supplies
- Ensure a positive, organized, and well-managed reception area
- Follow office protocols, safety guidelines, and corporate etiquette

Required Qualifications & Skills:

Education: Minimum Bachelor's degree preferred

Experience: 1–3 years of experience in a receptionist, front desk, or customer service role (corporate experience preferred)

Skills & Competencies:

- Excellent verbal and written communication skills
- Professional appearance and positive attitude
- Strong interpersonal and customer-handling skills
- Basic computer proficiency (MS Word, Excel, Email)

Workplace: AKIJ House

Application Deadline: 13th January, 2026

[#Application](#) Form: Link Comments

Join AKIJ Resource and be part of a professional workplace that values people, performance, and growth.

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# We Are HIRING

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**Department :** Administration

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**13<sup>th</sup> January 2026**

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