

Job title: Receptionist**Work Location: Atyrau****Work Pattern: 14/14****Personnel Category: Local**

- Work experience as a Receptionist.
- A degree in any subject is acceptable, languages, business studies.
- Must have strong oral and written communication skills as they will have to interact with individuals at all levels.
- Must be well-organized, able to multitask and prioritize.
- Able to work independently, efficiently, fast and under deadline pressure.
- Must be positive attitude, attention to details, patience and persistence and be proficient in Microsoft Office.
- Must be trilingual – English (Upper-Intermediate, Advanced)/ Kazakh / Russian
- Good interpersonal skills
- Solid written and verbal communication skills
- Service orientation, Stress Tolerance
- Time Management
- Telephone Skills, Microsoft Office Skills, Listening, Professionalism, Informing Others
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks.
- Professional attitude and appearance

Job Description:

- Meeting and greeting visitors and accompanying them to the office and HQ (upon the request)
- Answer, screen, and forward incoming phone calls
- Handle mail correspondence, receive, sort and distribute daily mail/deliveries between Project Locations-Atyrau Tengiz FB Almaty and Aktau (DHL, Pouch Mail, Internal)
- Ensure reception area is tidy and presentable, with all necessary stationery and material.
- Escorting training attendees to APEC Training Center
- Conference rooms reservation in Atyrau Offices
- Track conference room and huddle room booking log.
- Provide visitor offices & desks in FGP Atyrau Offices upon request.
- Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges)
- "Welcome Pack" folder preparing and updating for newcomers.
- Update White Pages (work location, telephone, cost centers) for FGP Atyrau employees
- Office signs, posters, doorplates, nameplates preparation for FGP Atyrau Offices
- Handle office allocation and floor desks plan (Visio)
- Handle requests for any maintenance in Ardager & Annex Offices
- Coordinate Vendor's technicians/electricians every Saturday and Sunday according to weekly maintenance request during its performance.
- Check whole office (light bulbs, clocks, conference rooms' items, A3-A4 papers in printers, TV)
- Issue, check and collect keys in Ardager & Annex Offices

- Manage/order stationery demands for Ardager & Annex Offices
- Keep stationery storage & tracking
- Keep track of drinks in Conference Rooms of Ardager & Annex Offices
- Provision of ground transportation in Atyrau daytime
- Safety/any awards distribution and stocktaking.
- Keep handover list to transmit important/urgent information for B2B attention.