



Job Title:	Receptionist	Reporting To:	Premises & Assets Officer
Start Date:	November 2015	Years in Career:	4 years
Direct Reports:	N/A	Education:	BA/BSc
Term:	Permanent Position		

About the Role The Receptionist provides general support to the KS-IRS as an organization by assisting with asset and inventory management, customer service, and any other logistical and professional needs that will help achieve organizational goals.

Specific Tasks Specific tasks are divided into the following categories and include:

- 1) Greet visitors courteously, direct them as appropriate, and assist with any information requirements;
- 2) Maintains safe and clean reception and conference room areas;
- 3) Maintain a record of daily visits both in the mail registry book and in the vehicle log books available;
- 4) Handle official banking as required;
- 5) Coordinate the daily routine of all the drivers by following up with KS-IRS staff on their needs for the week;
- 6) Manage all inter-office and external mail as directed by the receptionist;
- 7) Follow-up on all vehicular issues (maintenance and insurance) reported by the Drivers;
- 8) Handle preparations for all Board, Executive Management, and group meetings (internal and external) by scheduling, mass photocopying, food/refreshment orders, logistics, etc.
- 9) Lead the coordination of large KS-IRS wide events that include all Ilorin staff, Field Officers, and Revenue Agents;
- 10) Manage petty cash and provide weekly reports to the Premises & Assets Officer;
- 11) Carry out any other duties as directed by KS-IRS Officials (if within job description).

Education BA/BSc

- Professional Experience**
- 1) 4 years in a professional environment;
 - 2) Office management (inventory, logistics, personnel);
 - 3) Planning and executing official events.

- Required Skills**
- 1) Proficient in Microsoft systems, e.g., Word, Access, Excel, PowerPoint.
 - 2) Ability to take and follow instructions well.
 - 3) Ability write, read and understand English well.
 - 4) Excellent interpersonal and intercultural skills.
 - 5) Proven ability to work under pressure and meet deadlines consistently.

- Personal Attributes**
- 1) High ethical standards.
 - 2) Personal credibility and integrity.
 - 3) Self-confidence and respect for others.
 - 4) Excellent interpersonal skills, with ability to communicate and interact effectively.