



A71, 3<sup>rd</sup> floor, Taimoor Nagar, New Friends Colony New Delhi 110025

### **We are hiring receptionist**

The essential duties and responsibilities of a receptionist are as follows:

- Extend a friendly and welcoming greeting to visitors and maintain a clean and tidy reception area
- Answer incoming telephone calls, emails, and messages and reply to or redirect them
- Set up meetings and update calendars
- Take delivery of mail and sort and distribute them
- Make travel and lodging arrangements and create vouchers Etc.

Send us your CV or contact us on [9315226961](tel:9315226961)/[info@tahaairwaves.com](mailto:info@tahaairwaves.com)