



JOB SPECS

Position Title: Receptionist cum Admin	Location: Mumbai
Reports to Title: HR and Admin Head	

Summary: We are seeking a Receptionist cum Admin with excellent communication and organizational skills to manage front desk activities and provide administrative support to various departments. The ideal candidate should be proactive, detail-oriented, and capable of multitasking in a fast-paced environment.

Roles & Responsibilities

- Greet and welcome guests as soon as they arrive at the office.
- Direct visitors to the appropriate person and office.
- Answer, screen, and forward incoming phone calls.
- Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms, and brochures).
- Provide basic and accurate information in-person and via phone/email.
- Receive, sort, and distribute daily mail/deliveries.
- Order front office supplies and keep inventory of stock.
- Arrange travel and accommodations for staff members.
- Assist in the preparation of regularly scheduled reports.
- Develop and maintain a filing system.
- Update and maintain office policies and procedures.
- Maintain contact lists.
- Submit and reconcile expense reports.
- Provide general support to visitors.
- **Liaise with executive and senior administrative assistants to handle requests and queries from senior managers.**
- **Experience with SAP Business One is preferred and will be considered an advantage (Not Mandatory)**

Experience Needed (Professional):

2-5 years of experience in a similar role.
Experience in handling front desk responsibilities and providing administrative support.

Qualification:

B.Com/ Diploma/Degree in Business Administration or relevant field.

Desired Candidate Profile:

Excellent communication and interpersonal skills. Proven experience as a receptionist or administrative assistant.
Proficiency in Microsoft Office Suite. Professional attitude and appearance. Ability to be resourceful and proactive when issues arise.
Excellent organizational skills. Multitasking and time-management skills, with the ability to prioritize tasks. Knowledge of office management systems and procedures.

Compensation: In line with Academics, Track Record, Experience and Market Parity

Company website: www.viviidgreen.com

We are an equal-opportunity employer. All qualified applicants will receive due consideration for employment irrespective of race, color, caste, creed, religion, sex, gender identity and/or different ability.