



MINISTRY FOR PUBLIC ENTERPRISES

JOB DESCRIPTION	
Position Title:	Receptionist
Position Code:	PE000041
Division:	Corporate Services Division (CSD)
Salary Grade:	A4 - A5
Salary Range:	\$9,097 - \$10,981
Ministry's Purpose	
To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development.	
Divisional Purpose	
To ensure excellence in Human Resources Development, practices and provision of support services in finance, Administration, public relations, Information technology, policy and planning, legal advice, records management and transportation for enhanced performance.	
Purpose of the position	
To provide administrative and customer service support toward ensuring efficient and effective services to the public and Ministry.	
Key Relationships:	
Responsible to:	Assistance Chief Executive Officer (Corporate Services) through the Principal HR & Administration Officer
Responsible for:	NONE
Functional Relationships:	<ul style="list-style-type: none"> ❖ Government Ministries ❖ Public Bodies ❖ Private Sector ❖ Local and overseas media ❖ General public and local communities ❖ Ministry Divisions.
Key Responsibilities & Duties:	
Customer Service: <ol style="list-style-type: none"> 1. Perform receptionist duties in greeting the public at the main counter and referring them to appropriate staff members and/or answering their queries 	

		Able to perform additional duties as required contributing to the work of the Division and/or Ministry.
Experience & Past Work Performance	2 years relevant experience	Relevant working experience in receptionist and administration work.
Qualification	Minimum of a PSSC	Minimum of a PSSC/SSLC pass in English and 3 subjects