

Job Title : Receptionist

**Reporting To:** TVET Principal

Purpose of the Role

To provide front-office support, manage inquiries, and ensure a professional and welcoming environment for students, staff, and visitors.

Key Duties & Responsibilities

- Welcome and assist students, staff and visitors.
- Provide accurate information about the college and courses we offer.
- Handle phone calls, emails and walk-in inquiries
- Support student registration and enrollment processes
- Maintain front office records and schedules
- Assist with administrative and coordination tasks
- Support communication between students and management

Minimum Qualifications

- Diploma or Certificate in Office Administration, secretarial studies or related field
- Strong communication and interpersonal skills
- Computer literacy (MS Word, Excel, email)
- Customer service experience is an added advantage
- Good verbal and written communication skills