



## VACANCY ANNOUNCEMENT

Do you have a passion for Standards and Quality promotion? Here is a unique opportunity to join an exciting team to define, lead and coordinate the National Quality Infrastructure!

**Position: RECEPTIONIST** Number required: 1

**Reporting Line: Administration Assistant**

### **Main Responsibilities:**

- Serves visitors by greeting, welcoming, and directing them appropriately.
- Maintaining office supplies and placing orders when inventory is low
- Notifies company personnel of visitor arrival.
- Informs visitors by answering or referring inquiries.
- Scheduling appointments and meetings for employees and coordinating with stakeholders regarding the meetings
- Carrying out Administrative Duties
- Directs visitors by maintaining employee and division directories.
- Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
- Sending and receiving mail and other correspondence
- Any other official duties assigned by the supervisor, seniors or Director General

### **Education, Work Experience and Competencies:**

- Certificate/Diploma in management/communications
- At least two years working experience in Front Desk operations/Receptionist
- Must possess telephone Skills
- Must have good verbal Communication and attention to detail
- Must be Customer Focus and portray high level of professionalism
- Must be very organization
- Must be able to work under pressure
- Knowledge in Supply Management will be an added advantage

**Remuneration:** Attractive and highly competitive with good prospects for professional and career Growth.

### **Submission of Applications:**

Applicants should **submit a COVER LETTER, CV and COPIES OF CERTIFICATES in a SEALED ENVELOPE and clearly marked: RECEPTIONIST** and addressed to the following:

Director General  
The Gambia Standards Bureau

Kotu East

**Electronic applications should be sent to: [hr@tgsb.gm](mailto:hr@tgsb.gm)**

**Deadline for receipt of applications: MONDAY, 28 MARCH 2022 AT 1800 HRS.**

**Women are highly encouraged to apply.**

*NB: We thank all who submit applications. However, we are unable to acknowledge or advise the outcome of our evaluations to all applicants and therefore only shortlisted ones will be contacted.*