

JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-175-2022
Company Name	International Maritime Academy IMA
Industry	Education
Vacancy	Receptionist
Number of vacancies for that position	1
Job Type (<i>FT, PT, Contractual, Seasonal</i>)	FT
Major(s)	Business, Education
Degree	Bachelor
Years of Experience	1-2
Location	Kaslik Seaside Road
Remuneration & Benefits	NSSF
Currency (LBP, Dollar, Lollar)	To be discussed
Tasks & Responsibilities	<ul style="list-style-type: none"> • Answer the phone in a timely and respectful manner and direct calls to the correct office. • Manage both digital and hardcopy filling system. • Make travel arrangements and schedule meetings. • Receive, assist and direct company visitors to the concerned office. • Helping maintain workplace security by issuing, checking and collecting badges as necessary and updating visitor logs and performing health and safety induction and contractor's agreements accordingly. • Make sure that the reception area is kept clean and in a good condition. • Distribute to students training evaluation form for filling and relay them to registrar office. • Receive courier mail (DHL/Aramex/mail) and distribution to concerned persons/departments. • Receive requested items against PO, check quantity and fill incoming

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inspection sheet, and relay to purchasing department accordingly.

- Maintain a detailed telephone Log Book.
- Prepare classes and training rooms by preparing for instructors (students attendance sheet, class Inspection Checklist, list of equipment, worksheets printouts, exams printout outs.
- Proctor classrooms upon need and relay exams to instructor for correction and grading.
- Communicate student's requests/claims to enrollment office for execution.
- Print out student's certification upon official request. • Follow up on academy cleaning schedule (WC, kitchen, terrace...)
- Handle lost and found activities and update log accordingly.
- Prepare the conference and related amenities when needed.
- Close all related management systems audit finding to ensure smooth MS implementation.
- Implement health and safety procedures and instructions of his/her function(s) of work.