

**ATTENDERS:**

1. Attend all bell enquiries of the higher official.
2. Greeting and receiving customers/clients.
3. Performing general clerical and administrative tasks
4. Assist clients, provide information and ensure efficient operations
5. Utilize culinary skills, exercise customer service, oral communication, and multitasking skills
6. Distribute tea, coffee, beverages or any other drink to the customers/clients as their requirements.
7. Maintaining all files and record book in a well-mannered.
8. Helping manages the office correspondence
9. Resolve office-related malfunctions and respond to requests or issues
10. Provide excellent qualitative services to customers/clients.
11. Respond to customer inquiries and resolve.
12. Interact with management and co-workers in ensuring the best services to customers and guests.
13. Ensure compliance of all service regulations and laws.
14. Always keep the bell desk neat and tidy
15. Maintain cleanliness of the activity area