

Receptionist - Dubai

We're looking for someone who is;

- Friendly and welcoming
- Skilled in organisation and coordination
- Experienced in working with multiple responsibilities

If this is you, contact us now! humanresources@cockett.com

Australia | China | Greece | Korea | Netherlands | Singapore | South Africa | Turkey | **UAE** | UK | USA

Cockett Group, established in 1979, is one of the world's largest value-added resellers of marine fuels and petroleum products and services, and is currently recruiting for a **Receptionist** to be based in our **Dubai office**. Cockett Group offers quality assurance in line with ISO standards supported by comprehensive industry experience, a deep understanding of the international landscape and access to a global network of committed suppliers. The role is provide reception and front of house support to the Head Office in Dubai.

Responsibilities include:

- Greeting guests and suppliers and fielding telephone calls
- Booking meetings and meeting rooms
- Supporting with event preparation
- Allocating post and scheduling courier services
- Ordering of stationery and general office supplies, maintaining inventory of these supplies and coordinating with suppliers where necessary
- Handling invoices

Our established values are at the core of the Group and are present in everything we do. They influence the way we work with our shareholders, working partners and with each other:-

Customer Focussed



We are committed to listening and actively engaging with our customers

Excellence



We continually improve upon the knowledge, expertise and learning opportunities for our employees

Flexibility



We acknowledge and embrace change as essential and collaboration as necessary

Resourcefulness



We identify bespoke solutions to our customer's challenges and act creatively

Efficiency



We carefully and thoughtfully optimise our resources and costs

Required education & skills:

- Must be fluent in English – verbal and written
- Customer service skills
- Diploma or Bachelor's degree

Required experience:

- Minimum of 2 year experience in reception and office support role

In return Cockett Group offers:

- Good remuneration and benefits package to be discussed upon interview
- International and challenging career