



Position: Receptionist / Administration Assistant, Al Khobar- Saudi Arabia

Company: FEC International (FEC)

Purpose

Provides administrative support for the Company, including assisting employees and visitors, answering incoming telephone calls, handling incoming and outgoing mail, and support of site activities.

Responsibilities

- Welcomes employees and visitors and assists with questions
- Checks for proper identification for employees and visitors entering or leaving the workspace
- Assists with security administration, including badge set up and termination
- Handles incoming telephone calls
- Handles incoming and outgoing mail
- Assists with filing and data entry as needed
- Assists project teams with preparing submittals (photocopying / filing / preparing presentations) as needed
- Other duties as assigned by line manager.

Required Knowledge, Skills and Abilities

- Good written and spoken communication skills in both English and Arabic
- Proficient in Microsoft Office suite of applications (word / excel / PowerPoint)
- Proficient in telephone systems
- Ability to balance multiple priorities
- Flexible and adaptable approach to work.
- Presents a professional and polished image
- Ability to establish and maintain effective working relationships with coworkers, managers and clients

Minimum Required Education and Experience

- High school diploma or educational equivalent plus 2 years of relevant experience; or equivalent combination of education, training and experience