**Job Description: Receptionist/Data Entry Specialist**

**Job Overview:**

We are seeking a versatile and organized Receptionist/Data Entry Specialist to join our team. The ideal candidate will be responsible for providing exceptional receptionist duties while also handling data entry tasks efficiently. This role requires a proactive individual who can manage front desk responsibilities with an eye for detail when entering and maintaining data accurately.

**Responsibilities:**

* Greet and welcome visitors in a professional and friendly manner as the first point of contact for the company.
* Answer and direct incoming calls to the appropriate personnel or department.
* Manage office correspondence, including emails, letters, and packages.
* Maintain a tidy and organized reception area, ensuring a welcoming environment for guests.
* Perform data entry tasks accurately and in a timely manner, including entering customer information, invoices, and other relevant data.
* Ensure data integrity and confidentiality by following established protocols for data entry and management.
* Assist with administrative tasks such as scheduling appointments, filing, and general office support as needed.

**Requirements:**

* High school diploma or equivalent; additional certification in data entry or office administration is a plus.
* Proven experience as a receptionist or in a customer service role.
* Strong communication skills, both verbal and written.
* Proficiency in data entry and using office software, such as Microsoft Office Suite.
* Excellent organizational skills and ability to multitask effectively.
* Attention to detail and accuracy in data entry tasks.
* Ability to prioritize tasks and manage time efficiently in a fast-paced environment.