

Job Title: Receptionist\ Front Desk Operator

Location: Jaipur

The Organisation:

A not for profit voluntary organization set up by Mr. Kamal M. Morarka in 1993 to create wealth for the community through innovations in resource management and capacity building of the people. From being a successful grass-root level implementing agency for 10 years, today it is also being recognized as a leading resource organization offering solutions for sustainable agriculture in the world.

Unlike other voluntary organizations Morarka Foundation is into more than just the conventional areas of voluntary actions. We more often than not take the lead to venture into new areas such as Organic Farming and Certifications, Agriculture Extension, Tourism Promotion, Waste Management, Vermi Compost, Conservation of Heritage etc.

Job Profile:

1. Responsible for answering and transferring telephone calls to the concerned person.
2. Greeting visitors and directing them to the appropriate individuals.
3. Responding to queries from clients and general public.
4. Accepting and dispatching deliveries.
5. Occasionally required to type letters, reports, etc.
6. Attendance and Time Keeping.

Eligibility:

1. Ability to speak clearly and concisely in a pleasant and professional manner.
2. Excellent verbal & written communication skills.
3. Strong organizational skills and high attention to detail.
4. Computer Literate.
5. Good interpersonal skills.