

## BEACH AUTHORITY

**Post:** Telephonist/ Receptionist

**Salary:** Rs 12490 x 260 - 14050 x 275 - 15150 x 300 - 15750 x 325 - 17700 x 375 - 19575 x 475 - 21950 x 625 - 23200 x 775 - 25525

**Qualifications:** (a) A Cambridge School Certificate with credit in English Language and French obtained on one certificate or Passes in at least five subjects with at least Grade C in English Language and French obtained on one certificate at the General Certificate of Education Ordinary Level" or an equivalent qualification acceptable to the Board.

### Note

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principle Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations.

- (b) Experience in the operation of a telephone switchboard,
- (c) Ability to express oneself clearly in English and French.
- (d) A pleasant personality and a neat appearance.

Candidates should produce written evidence of any experience claimed.

1. To operate the telephone switchboard (PABX).
2. To receive callers and guide them in their business with the organization.
3. To ensure that calls and messages are properly noted and communicated.
4. To deal with enquiries.
5. To perform such cognate duties as may be assigned.

