Receptionist

Job Location
15th Floor, Gold Tower, 50031, Dubai, Dubai Emirate, United Arab Emirates
Remote work from: UAE

Base Salary
USD 950 - USD 1350

Qualifications
High School Diploma or Equivalent (12th Pass)

Employment Type
Full time

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Experience
Entry Level, Customer-Facing Role

Skills

- Proficiency in MS Office Suite
- Exceptional Verbal and Written Communication
- Professional Demeanor and Appearance
- Strong Organizational and Time Management Skills
- Ability to Multitask and Prioritize

Responsibilities

- Warmly greet and welcome all visitors, clients, and employees.
- Manage a multi-line phone system, directing calls and taking messages accurately.
- Maintain a neat, organized, and professional reception and lobby area.
- Schedule, coordinate, and confirm appointments and meeting room bookings.
- Handle incoming and outgoing mail, packages, and deliveries efficiently.

Description
Aura Horizon Group is a leading corporate entity in the thriving business landscape of Dubai, and we are looking for a highly professional, organized, and customer-focused **Receptionist** to be the first point of contact for our prestigious office. This is a pivotal, entry-level role that offers an excellent opportunity for lower-level or candidates with some foundational experience to grow within a dynamic international environment in the **United Arab Emirates**.

Hiring organization
Aura Horizon Group

Date posted
November 1, 2025

Valid through
04.07.2026

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As the face of Aura Horizon Group, you will be responsible for creating a positive and welcoming first impression for all our clients and visitors. Your daily duties will be critical to the seamless operation of our corporate environment. This includes managing our communications, organizing the front-of-house area, and providing essential administrative support to various departments. We value candidates who possess a proactive, resourceful, and professional attitude, are skilled in multitasking, and have an unwavering commitment to outstanding customer service.

The ideal candidate must have a **High School Diploma or Equivalent (12th Pass)** and possess **Entry Level** experience or experience in a similar customer-facing role. Strong practical skills are a must, including **Proficiency in MS Office Suite** and familiarity with standard office equipment. We are seeking someone with **Exceptional Verbal and Written Communication** skills in English, a naturally **Professional Demeanor and Appearance**, and **Strong Organizational and Time Management Skills**. A demonstrated **Ability to Multitask and Prioritize** is essential for succeeding in our fast-paced setting.

Your core **Responsibilities** will include **Warmly greeting and welcoming all visitors, clients, and employees**; **managing a multi-line phone system, directing calls and taking messages accurately**; and **maintaining a neat, organized, and professional reception and lobby area** . You will also be tasked with **scheduling, coordinating, and confirming appointments and meeting room bookings**, and **handling incoming and outgoing mail, packages, and deliveries efficiently**.

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