**ADRC IS LOOKING FOR A RECEPTIONIST**

**FOR THE APPAREL DESIGN & RESEARCH CENTRE LOCATED IN LAHORE, PAKISTAN.**

**OPENING IN SEPTEMBER 2019 IN LAHORE, PAKISTAN UNDER SUPERVISION OF PRGMEA, CDI, CRI AND UNIDO, THE NEW DESIGN CENTRE WILL STRIVE TO FACILITATE THE COMMUNITY AND CULTIVATE NEW RELATIONSHIPS WITH BOTH LOCAL AND INTERNATIONAL FASHION BRANDS.**

**WITH AN IMPRESSIVE ARRAY OF NEW COMPUTING TECHNOLOGY AND THE LATEST SOFTWARE, OUR HIGHLY SKILLED CREATIVE TEAM IS READY TO MEET THE DEMANDS OF ALL ITS VALUED CUSTOMERS AROUND THE WORLD.**

**JOB PROFILE:**

Receptionist apparel design & research centre.

As a Receptionist, you will be the first point of contact for our company. Our Receptionist’s duties include offering administrative support across the organization. You should have a pleasant personality, as this is also a customer service role.

Your duties and responsibilities are to ensure the front desk welcomes guests positively.

**RESPONSIBILITIES:**

* Greet and welcome guests as soon as they arrive at the office;
* Direct visitors to the appropriate person and office;
* Answer, screen and forward incoming phone calls;
* Ensure reception area is tidy and presentable, with all necessary stationery and material (e.g. pens, forms and brochures);
* Provide basic and accurate information in-person and via phone/email;
* Receive, sort and distribute daily mail/deliveries;
* Maintain office security by following safety procedures and controlling access via the reception desk (monitor logbook, issue visitor badges);
* Order front office supplies and keep inventory of stock;
* Update calendars and schedule meetings;
* Arrange travel and accommodations, and prepare vouchers;
* Keep updated records of office expenses and costs;
* Perform other clerical receptionist duties such as filing, photocopying, transcribing and e-mailing.

**REQUIREMENTS**

* Proven work experience as a Receptionist, Front Office Representative or similar role;
* Proficiency in Microsoft 365;
* Hands-on experience with office equipment (e.g. telephones and printers);
* Professional attitude and appearance;
* Solid written and verbal communication skills;
* Ability to be resourceful and proactive when issues arise;
* Excellent organizational skills;
* Multitasking and time-management skills, with the ability to prioritize tasks;
* Customer service attitude;
* High school degree; additional certification in Office Management is a plus.
* Fluent in English; writing and speech.

**WHAT DO WE HAVE TO OFFER?**

Engagement is key with all employees: from managers to support partners, from stitching to designing. Making a difference in what you do, have fun and contribute to a strong business proposition. Feeling proud about your organisation, making the life of your clients easier and more fun. Celebrate successes. That is what working with the APPAREL DESIGN & RESEARCH CENTRE is about.

The APPAREL DESIGN & RESEARCH CENTRE is a contemporary design & research centre concept. Our integrated and flexible business model encompasses in-house design, purchasing and merchandising departments, along with a dedicated logistics and distribution division, fully aligned to serve our clients.

For generations we make our end customers daily life nicer. We think quality and surprising design should be available for everyone. Durable, Fresh, European, Sustainable. That is working with and for the APPAREL DESIGN & RESEARCH CENTRE.

**WHAT DO WE STAND FOR?**

The APPAREL DESIGN & RESEARCH CENTRE is an equal opportunity employer (EOE) that strives to create a diverse workforce and an inclusive culture.

The APPAREL DESIGN & RESEARCH CENTRE is a growth company that looks for team members to grow with it. The Design & Research Centre offers a generous total rewards package, casual work environment, a diverse and inclusive culture, and an electric atmosphere for professional development. No matter the location, or the role, every employee shares one galvanising mission: ‘To bring inspiration and style to every person in the world.’

The APPAREL DESIGN & RESEARCH CENTRE is committed to employing a diverse workforce. Qualified applicants will receive consideration without regard to race, colour, religion, sex, and national origin.

We offer you an inspiring working environment and a challenging Fulltime job.

We’re interested in learning more about you and appreciate you taking the time to apply online.

Please include your cover letter and CV.

**COME JOIN OUR TEAM!**

**Location:**

**ADRC Apparel Design & Research Centre**

**71-L, Gulberg-III**

**Lahore, Pakistan**

**For detailed information please contact:**

Sinette Hesselink

info@pid.amsterdam

skype: plotsinette