

### BESIX BALLAST NEDAM (BBN) LIMITED JOB ADVERTISEMENT – Site Receptionist

BESIX Ballast Nedam (BBN) Limited, the CONTRACTOR for the Engineering, procurement and Construction of the Jetty and Load Out Facilities in the Tanga Bay for the East African Crude Oil Pipeline (EACOP) Project, invites job application for **Site Receptionist**

Project	EACOP – Jetty & Loading Out Facility
Employer	BESIX Ballast Nedam Limited (BBN)
Work Location	Tanga Port
Position Title	Site receptionist
Reports To	BBN Ltd. Finance and Admin Management
Employment Duration	April 2023 to April 2024
Job Type	Full Time

#### Purpose and scope of assignment

As first contact person you will be responsible for greeting visitors, welcoming and directing them appropriately and providing ad hoc administrative support

#### Job Responsibilities

- Serve visitors by greeting, welcoming and directing them appropriately
- Notifies respective person or office about the visitor arrival
- Maintain security and communication procedures
- Assisting and responding to visitors query
- Assisting visitors finding their way around the office
- Responding to phone calls in a professional manner and routing calls as necessary
- Maintain security by following procedures, monitoring logbook and issuing visitors badges
- Coordinating with Safety team to ensure visitors get induction before allowed to go on project site
- Keeps safe and clean reception area
- Support continuity among work teams by documenting and communicating actions and irregularities
- Reporting to your superior any relevant information observed or received
- Contribute to team effort by accomplishing relates results as needed
- Provide excellent customer service
- Scheduling appointments
- Any assignment as directed by superiors

#### Job Qualification, Experience and Skills

Applicants should demonstrate the following:

- Relevant Diploma qualifications
- Continuous experience of not less than 2 years
- Emails and Microsoft Office applications skills
- Good command of English and Swahili language
- Customer service ability and focus
- Verbal communication skills
- Flexibility and adaptability

#### Apply to:

All applications should be sent by email to [jobs@bbnltd.co.tz](mailto:jobs@bbnltd.co.tz) (Max. Email & attachment size: 20 MBs) on or before 11 April 2023, 6PM Tanzanian Time.

**NOTICE; NO HIRING AT THE GATE!!!**

**PLEASE NOTE**, if you are not contacted within 2 weeks after this publication, consider your application unsuccessful