

RECEPTIONIST POM BASED ROLE

Theodist Ltd. stands as Papua New Guinea's premier retailer and supplier, catering to businesses, educational institutions, government entities and individual customers. As a company committed to excellence, we take pride in providing top-quality stationary, office products, survey equipment, computers, and more. Our dedication to integrity, teamwork, and customer satisfaction has positioned us as an industry leader.

We are seeking a well presented individual, highly organised and customer-focused Receptionist to support our Administration team. While maintaining a high level of customer service, this role is perfect for someone who enjoys working in a fast-paced environment, communicates well with customers, and has a passion for coordination and accuracy.

JOB OVERVIEW:

Reporting directly to the Administrative Supervisor - Admin Department, the Receptionist role is essential in maintaining our commitment to delivering high-quality service and customer support.

KEY RESPONSIBILITIES:

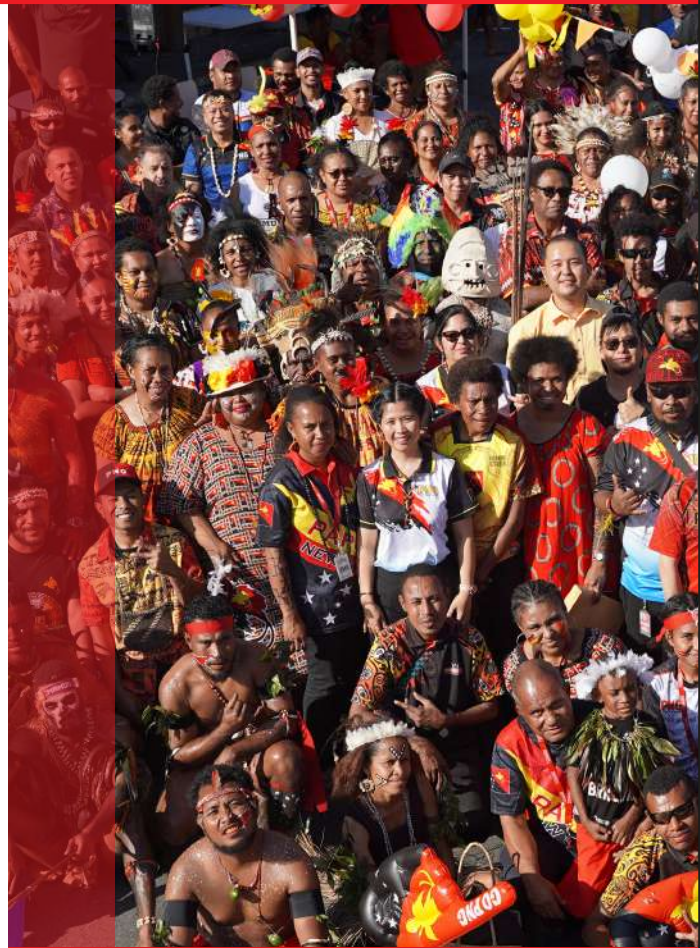
- Greet and welcome visitors in a professional and friendly manner
- Answer, screen, and direct incoming phone calls efficiently
- Manage the front desk area, ensuring it is tidy and presentable at all times
- Handle incoming and outgoing mail and deliveries
- Schedule appointments and maintain meeting room bookings
- Provide administrative support to various departments as required
- Maintain accurate records and logs of visitors and calls

QUALIFICATIONS AND SKILLS REQUIRED:

- Minimum of two years of more proven experience as a receptionist, front desk officer, or in a similar role
- Excellent verbal and written communication skills
- Strong organizational and multitasking abilities
- Professional appearance and attitude
- Proficiency in Microsoft Office applications
- Ability to handle sensitive information with confidentiality
- Diploma or Certificate in Business Administration or related field

Why Join Theodist?

- Gain specialized expertise through comprehensive training and mentorship
- Thrive in our collaborative, results-driven culture, surrounded by like-minded peers.



How to Apply

If you're a passionate individual who shares our values and would like to make a difference at Theodist Ltd., we'd love to hear from you!

To apply for an open position, please fill out the application form by providing the following information:

- First Name
- Surname
- Email
- Phone
- Position(s) you are applying for (select from the drop-down menu)
- Cover letter & Resume (upload file)

Deadline: The closing date for applications is May 13, 2026.

Theodist Ltd. is an equal opportunity employer, and we welcome applications from candidates of all backgrounds and experiences.



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