

EMPLOYMENT OPPORTUNITY AT THE NATIONAL LOTTERIES AND GAMING REGULATORY BOARD

DATE: 11TH JULY 2022

The National Lotteries and Gaming Regulatory Board (NLGRB) is a body corporate established under the Lotteries and Gaming Act No. 7 of 2016 to supervise and regulate the establishment, management and operation of lotteries, gaming, betting, and casino in Uganda. NLGRB seeks to recruit a qualified individual for the role of **FRONT DESK OFFICER on temporary basis for period of six months.**

Purpose:

The role of the Front Desk Officer is coordination between the internal and external stakeholders of NLGRB

Key responsibilities and tasks:

- Maintain the reception area, keeping it clean and free of clutter and congestion.
- Record deliveries and mails, route them to the office of the CEO in a timely manner.
- Serve as the first point of contact at the NLGRB premises, offering friendly service to those entering the premises or calling in on the phone.
- Receive, register and direct visitors /clients to relevant offices.
- Constant presence at the reception to attend to visitors and incoming calls.
- Coordinate incoming and outgoing phone calls and maintain records of calls made and received.
- Keep track of staff deployments and maintain an updated organizational telephone directory.
- Provide information about LGRB services in line with existing organization's policies and procedures.
- Make reports on problems related to receiving and sending telephone calls in line with customer care guideline.
- Manage the log of who is entering and exiting the premises.

Qualifications

Bachelor's Degree in Public relations, Office Management, Administrative and Secretarial Studies or other any related courses.

Experience

Applicant should possess at least one year working experience in managing the Front Desk at a reputable organization.



Application procedure

All suitably qualified and interested candidates who meet the requirements should send in their CV, cover letter and copies of certified academic documents addressed to:

The Ag.Chief Executive Officer
National Lotteries and Gaming Regulatory Board

4th Floor
Communication House
Plot 1, Colville Street
P.O.Box 5446.
Kampala, Uganda

Closing date 15th July 2022 at 5pm.

While we thank all applicants for your interest, only shortlisted applicants will be contacted. Any form of lobbying will lead to automatic disqualification.

Cc NLGRB Notice Board
Cc Public Notice Boards

