Receptionist

Description

The **Kitara Institute of Commerce, Media, Vocational and Social Development Studies** invites applications from qualified and professional individuals for the position of **Receptionist** at its **Main Campus in Hoima City, Uganda**.

Established in **1999**, Kitara Institute is a respected training institution committed to providing **practical, market-oriented education** that equips learners with skills for employment, entrepreneurship, and community development. Located in the **Albertine region within the Great Rift Valley** , the institute serves students from across Uganda and neighboring countries.

The institute offers **Diploma and Certificate programs** in business, media, tourism, ICT, social sciences, and vocational training. It is fully **licensed and registered with the Ministry of Education and Sports** and accredited by the **Uganda Business and Technical Examinations Board (UBTEB)** and the **Directorate of Industrial Training (DIT)**.

The **Receptionist** plays a key role as the **first point of contact for visitors, students, and stakeholders**, ensuring professional front desk management, effective communication, and administrative support.

Responsibilities

- Receive and welcome **visitors, students, and guests** in a professional and friendly manner.
- Answer and direct **telephone calls, emails, and general inquiries**.
- Provide **accurate information about institute programs, admissions, and services**.
- Maintain **front desk records, visitor logs, and appointment schedules**.
- Assist in **administrative and office support tasks** as required.
- Manage **incoming and outgoing correspondence and documents**.
- Ensure the **reception area is clean, organized, and presentable at all times**.
- Coordinate with other departments to ensure **efficient communication and service delivery**.

Qualifications

- **Certificate in Secretarial & Office Management**, **Tourism & Hospitality Management**, or a related field.

Hiring organization
Kitara Institute of Commerce, Media, Vocational and Social Development Studies

Employment Type
Full-time

Beginning of employment
As soon as possible

Duration of employment
Permanent

Industry
Kitara Institute of Commerce, Media, Vocational & Social Development Studies

Job Location
Kibingo Village, P.O. Box 235, Hoima, South Western, Uganda

Working Hours
Full-Time (Office Hours)

Date posted
March 1, 2026

Valid through
10.03.2026

- Additional experience in **front desk operations, administration, or customer service** is an added advantage.

Job Benefits

- Opportunity to work in a **recognized academic and vocational training institution**.
- Gain experience in **administrative and customer service roles in the education sector**.
- Opportunity for **career development in office administration and institutional management**.

Contacts

Office: 0773 206318
Registrar: 0775 580943
Principal: 0779 221309
Director: 0772 874196

Email: kitarainstitute1999@yahoo.com

Postal Address:
P.O. Box 235, Hoima – Uganda