

# Uganda Industrial Research Institute

## Career Notice

### Receptionist (Internal)

Status: Closed

Application deadline: February 28, 2026 at 5:00pm

Duty station: Kampala

### Job Summary

The Receptionist is the first point of contact for visitors, clients and stakeholders entering the Agency, supporting front desk management, information flow and institutional communication.

### Key Responsibilities

- Receive, refer and direct visitors and clients to the appropriate personnel.
- Answer, screen and forward incoming phone calls professionally.
- Receive, register, sort and distribute daily mail and deliveries to staff.
- Ensure timely responses to enquiries and correspondence to and from the Institute.
- Prepare boardrooms for scheduled meetings.
- Maintain a safe and clean reception area in line with institutional procedures.
- Perform any other duties assigned by the supervisor.

### Requirements

- Bachelor's degree in Social Work, Social Administration, Business Administration, Public Administration, Secretarial Studies or a related discipline.
- Experience in a high-traffic government, corporate or service-centre environment is an added advantage.
- Proficiency in MS Office applications including Word, Excel and Outlook.
- Strong record-keeping, documentation, verbal and written communication skills.
- Customer-service orientation and ability to handle diverse clients professionally.
- Fluency in English; knowledge of additional local languages is an advantage.

### How to Apply

- Submit a cover letter, CV and academic documents to the Human Resource Manager.
- Address submissions to Uganda Industrial Research Institute, Plot 42A Mukabya Road, Nakawa Industrial Area, Kampala.
- Ensure to sign the register of received applications.