

Download Administrative Front Desk Operations Guide

The average salary for a Front Desk Receptionist is R74,247. Visit PayScale to research front desk receptionist salaries by city, experience, skill, employer and more. The average hourly pay for a Front Desk Receptionist is \$12.10. Visit PayScale to research front desk receptionist hourly pay by city, experience, skill, employer and more. The Building Operations Group manages the day-to-day operations for the U of I Multi-use facilities. Working in conjunction with the Events and Conferences Unit, Building Operations can assist with room scheduling, advertising, information desk services, custodial, general maintenance and much more. Jimmy P. Sweeney. Jimmy is the president of CareerJimmy, and author of the new, "Amazing Resume Creator." Jimmy Sweeney has helped 19,946 job-seekers (at last count) in over 25 countries, land more quality job interviews and job offers in dozens of highly-competitive fields using his breakthrough, step-by-step resume formula.