

Front Desk Assistant

Requirements

- recent university graduate
- approx. 1 year experience in a prestigious firm is a plus
- excellent communication skills in Romanian; good knowledge of English is compulsory
- articulate, cordial, hospitable and pleasant personality
- resourceful, extremely organized, detail-oriented and a team player
- good telephone etiquette, good people management and interpersonal skills
- good computer skills (MS Office: Word, Excel, Power Point)

Responsibilities

Main tasks: answering, prioritizing and routing phone calls, taking and relaying messages; greeting visitors; sorting, registering and distributing the incoming and outgoing mail, preparing outgoing mail for the postal service / courier; organising schedules for meeting rooms and business travel arrangements; support for office manager or account manager in the invoicing procedure; other administrative duties (such as ordering office supplies, filing documents, making photocopies, sending faxes, updating client database, etc.).

Working schedule: 09.00-18.00 (incl. lunch break)

Starting date: 16 May 2016

Benefits: salary + private health care; young, dynamic, steady and pleasant work environment.

Career opportunities are discussed in detail during the interview.

How to apply

If this profile fits your background and if you are interested in becoming a member of our team, you are invited to send us a short email application and your CV (incl. photo), observing the deadline. Only short-listed candidates will be contacted for interviews.

Application deadline: **30.04.2016**

Application code (to be mentioned in e-mail "Subject" line): "**Front Desk Assistant**"

Email address: careers@duncea-stefanescu.ro

More details on: <http://duncea-stefanescu.ro/careers/>