

Office Organizer/ Receptionist

Main Duties and Responsibilities:

- Handle internal and external communication of the office - phone calls, emails, faxes;
- Organize the paper flow of documents received by post and courier;
- Meet visitors and refer them to appropriate staff members;
- Organize logistics related to the customers, employees and partners;
- Booking and preparation of the meeting rooms for meetings;
- Organize business trips – booking hotels, flights, transport as requested;
- In charge of office appearance and maintenance;
- Assisting in organizing the company's marketing and HR related activities;
- Support internal communication and translations.

Requirements:

- University degree;
- At least 1 year experience on a similar position in international company;
- Advanced in English language (both spoken and written);
- Computer literacy – MS Office;
- Excellent communication and organization skills;
- Ability to deal with numerous and varied tasks with deadlines;
- Proactive and positive attitude;
- Attention to detail and high level of accuracy.

The Company Offers:

- Competitive remuneration package and bonuses;
- Continuous training;
- Opportunities for development in a dynamic and growing international group;
- Opportunity to observe best practices and further develop your professional expertise;
- Rewarding and motivating working conditions;

Send your CV to: tdimova@etemgestamp.com