

Receptionist

Curious about the international world of business? KPMG in Bulgaria is part of a global network of professional services firms. We provide Audit, Tax and Advisory services and have a tradition of professionalism and integrity, combined with our dynamic approach to advising clients in a digital-driven world.

We are currently seeking to hire a **Receptionist** to join our team in Sofia.

You can benefit from:

- A place where you will develop various business and social skills
- Opportunity to get an overall impression of the diversity and pace of work in a global environment
- Possibility to join a firm that supports continuous growth and career development
- Young and dynamic team

Key responsibilities include:

- Welcome guests
- Handle phone calls and registered letters
- Act as a host in our meeting rooms
- Distribute incoming mail, courier services and faxes
- Keep contact with couriers and other suppliers

Your application package will be treated with strict confidentiality. Only short listed applicants will be contacted.

We are looking for:

- Bright, enthusiastic people with a kind attitude to clients and colleagues
- Confidence in speaking and writing in Bulgarian and English
- Ability to coordinate and organize several tasks and priorities in a busy environment

How to apply:

If you are interested, please apply online at kpmg.com/bg/careers by **30 March 2018**.



kpmg.com/bg