



## Receptionist

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

We would currently like to offer you a **part-time opportunity** to join our **Reception** team.

### Your key responsibilities will be:

- Be present and welcome our guests in a kind manner
- Politely handle external and internal phone calls in both English and Bulgarian
- Distribute incoming and outgoing mail
- Keep contact with couriers and other suppliers

### Join us and you will benefit from:

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

### How to apply:

If you are interested, please apply online at [kpmg.com/bg/careers](https://kpmg.com/bg/careers) by **28 February 2019**.

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



[kpmg.com/bg](https://kpmg.com/bg)

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