



## ***Part-time receptionist***

<b>Country</b>	Ukraine
<b>Location</b>	Lviv
<b>Line of Service</b>	Internal Firm Services
<b>Position Type</b>	Part Time
<b>Job Description</b>	<b>The Opportunity</b>

We offer interesting & challenging work within a multinational environment.

### **The Role**

#### **Responsibilities:**

- Provide general administrative & secretarial support
- Deal with correspondence
- Manage contracts and price negotiation with suppliers
- Manage relationships with suppliers, service providers, and landlord
- Maintain office supplies
- Ensure that all items are invoiced and paid on time
- Maintain office systems & equipment
- Organise minor repair works

#### **Knowledge, Skills and Experience**

- Higher education
- Experience in a similar role with a reputable company
- Fluent English, Russian and Ukrainian
- PC literate (MS Office)
- Quick-learner, excellent team-player, pressure-resistant, tactful, initiative and organized, strong communication and interpersonal skills

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*Tel: 044 354 04 04*

**Contact person** *Natalia Beksyak/Recruitment*