

Conference Center Receptionist

Main duties include:

- Handling telephone calls, sending and sorting faxes
- Welcoming visitors
- Keep record of incoming and outgoing mail, sending mail by post or courier
- Making tea, coffee for visitors
- Preparing conference center for meetings and arranging for cleaning afterwards
- Making copies, scans
- Making membership packages
- Archiving office documents
- Assisting at the organization and during events
- Other duties as required by AEB management

Requirements:

- University or high school graduate
- Good verbal and written Russian skills
- Good working knowledge of English (conversational)
- Excellent interpersonal skills
- Good computer skills, including working knowledge of MS Word, MS Excel and MS Power Point
- Outstanding manners
- Willingness to work hard and flexible working hours
- Team player