

Front Desk Manager: Job description

CF "Rokada", the implementing partner of the UNHCR, is looking for the Front Desk Manager.

Requirements:

Bachelor or Master degree;

- Advanced level of English (both spoken and written);
- Excellent written and verbal communication skills;
- Working experience in a similar position from 2 years;
- Advanced PC user (excellent knowledge of MS Office, Adobe, Google Drive etc.);
- General knowledge of information security;
- Excellent time management skills and ability to multitask and prioritize work;
- Experience in teamwork;
- Stress resistance;
- High self-management, punctuality, friendliness and etiquette knowledge;
- Knowledge of French/Arabic/Persian is an asset.

Responsibilities:

- Assisting in the planning of activities and procedures;
- Managing documentation;
- Dealing with correspondence and incoming calls;
- Managing client online database;
- Visitors support providing;
- Initiating of purchasing stationery and other necessary office materials;
- Responding to staff requests;
- Maintaining and supervising events (booking, planning, logistics, materials purchasing, etc.).

We offer:

Interesting and socially useful work;

- Competitive salary;
- Attractive remuneration package;
- Friendly experienced team;
- Daily English practice;
- Training opportunities and interesting events;
- Daily cooperation with UNHCR staff

We are kindly asking all interested candidates to send CV and cover letter in a free form to the email: office@rokada.org.ua (title: "Office Manager") till 18.09.2017. In the email, you should also specify the desired level of salary.

The appropriate candidates will be invited for the interview.