

# Front Desk Officer

We are a leading worldwide provider of navigation devices and wearable technology, with a focus on developing, designing and supporting superior products.

For our Cluj office, we are looking forward to meeting a new colleague eager to welcome our guests and offer support to our colleagues with various administrative tasks.

The essential job functions include the responsibility to:

- **Keep front desk tidy and presentable with all necessary materials (pens, forms, paper etc.)**
- **Greet and welcome guests**
- **Answer questions and address complaints**
- **Answer all incoming calls, redirect them or keep the messages**
- **Receive letters, packages etc. and distribute them**
- **Prepare outgoing mail by drafting correspondence**
- **Check, sort and forward emails**
- **Keep updated records and files**
- **Take up other duties as assigned (travel arrangements, schedules etc.)**

We are looking for a person with the following skills and knowledge:

- **Proven experience as front desk representative, agent or relevant position**
- **Familiarity with office machines (e.g. fax, printer etc.)**
- **Knowledge of office management and basic bookkeeping**
- **Proficient in English (oral and written)**
- **Excellent knowledge of MS Office (especially Excel and Word)**
- **Strong communication and people skills**
- **Good organizational and multi-tasking abilities**
- **Problem-solving skills**
- **Customer service orientation**

Qualifications and background include:

- **University graduate**
- **At least 2 years' experience in administrative field**