

Eagle Hills is an Abu Dhabi-based real estate developer that creates city destinations invigorating local economies. Positioned as a global developer of iconic real estate projects and a provider of premium lifestyles, Eagle Hills is helping countries raise their global profiles and attract investments. In Serbia, the company is investing in a large-scale mixed-use project, the **Belgrade Waterfront**.

Our people are our strength and we are continuously seeking to recruit the very best talents in our market. We encourage diversity and welcome different perspectives. Working in a dynamic and fast-moving organisation, you will see your career progress, providing endless opportunities.

Join us and become the member of **Belgrade Waterfront** team as:

RECEPTIONIST

Belgrade

As a Receptionist, you will be the first point of contact for our company.
Our Receptionist's duties include:

- Warm welcome and greeting to all employees, customers and visitors
- Establish the reason of the visit and guide the clients in the right direction
- Managing the use of meeting rooms and scheduling appointments in order to provide optimal service
- Update calendars and schedule meetings
- Coordination with all meeting participants in order to provide accurate booking of the meeting rooms
- Ensuring that all requests from the meeting participants are full field and that all meeting rooms are properly equipped
- Ensuring that all employees respect meeting time and schedules
- Answering and forwarding all calls in professional manner
- Copying, collecting and arranging of required documentation for the meetings as per request
- Ensuring that all employees respect meeting time and schedules
- Answering and forwarding all calls in professional manner
- Receive, sort and distribute daily mail/deliveries
- Copying, collecting and arranging of required documentation for the meetings as per request
- Documenting and tracking of catering deliveries for the meetings, as well as for the employees on daily basis
- General administrative tasks and other tasks requested by Supervisor

Requirements:

- Proven work experience as a Receptionist, Front Office Representative or similar role
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. scans machines and printers)
- Professional attitude and appearance
- Excellent written and verbal communication skills
- Ability to be resourceful and proactive when issues arise
- Excellent organizational skills
- Multitasking and time-management skills, with the ability to prioritize tasks
- Customer service attitude

What we offer:

- Work in an international environment
- Opportunity to work on one of the most prestigious projects in our region
- Competitive compensation package
- Outstanding opportunities for career growth and development

If you are confident that you meet the above requirements and you are interested in developing your career in a dynamic international organization, please send your application.

Please note that only short-listed candidates will be contacted.

APPLY HERE