



Belgrade Waterfront is a monumental urban revitalization project worth US\$ 3 billion, creating a new city center and a new international destination. Our sustainable and modern mixed-use developments energize and diversify local economies. Belgrade Waterfront transforms this neighbourhood by implementing the principles of sustainable development, creating new public spaces, introducing benefits for moving pedestrians and bringing cultural content to the heart of Belgrade.

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:

CONCIERGE

Belgrade

We are looking for new colleagues to join our Reception Team responsible for front desk services within our properties. To be successful in this role, you should have a pleasant personality and strong customer service skills. This role may require working in shifts, so flexibility is a plus.

Our Receptionist's duties include:

- Maintaining the reception area
- Warm welcome and greeting to all residents in Belgrade Waterfront buildings
- Establishing the reason of the visit and guiding the guests in the right direction and handling their enquiries
- Answering the telephone promptly and courteously
- Receiving and sorting daily mail
- Copying, collecting, and arranging reception documentation
- Receiving, sorting, and distributing daily post/deliveries
- Ensuring reception area is tidy and presentable, with all necessary stationery and material
- Providing basic and accurate information in-person and via phone/email
- Maintaining security by following safety procedures and controlling access via the reception desk
- Coordinating with different services to providing adequate support to residents of the building (Security team, Facility services, Customer Care team etc.)

Requirements:

- Proven work experience as a Receptionist, Front Office Representative or similar role will be considered as an advantage
- Customer oriented
- Professional attitude and appearance
- Strong organizational skills
- Excellent administration skills
- Strong verbal communication skills
- Confident using a computer
- Hands-on experience with office equipment

What we offer:

- Work in an international environment
- Opportunity to work on one of the most prestigious projects in our region
- Outstanding opportunities for career 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