Ваш надійний помічник

# Receptionist

Київ,

Рубрики: Офісний персонал

**Побажання до співробітника**

Графік роботи: повний робочий день

**Опис вакансії**

**Main requirements:**

English at high level;

finished higher education;

computer knowledge;

at least one year of work experience in Reception or Secretary position.

presentable, communicative; flexible, multi cultural personality.

**Responsibilities:**

day to day answering incoming calls;

internal and external postal service;

ordering office staffs from suppliers;

managing office equipment and stuffs;

preparation different documentation, registration;

internal communications and information of employees.

Please send your CV only in English.with title of desired position.

We offer competitive salary and opportunity to grow.

All talented, energetic and creative persons are welcome!

**Please send your CV only in English with title of desired position to: ukraine@huawei.com**