

## FUNDATIA IREX

Job Opportunities

Job Opportunities

Job Opportunities

Job Opportunities

**Job title:** Office Assistant, full-time, Bucharest

---

### Summary of Position:

IREX seeks a qualified professional to fill the position of Office Assistant. He/She will handle a high volume of phone calls and visitors, keep communication channels open, and ensure that all stakeholders are treated with courtesy and respect.

Specific duties include, but are not limited to, the following:

### Description of Responsibilities:

- Be available to answer the telephone and greet visitors during office working hours;
- Ensure that multiple phone calls and simultaneous visitors are greeted promptly and in a courteous and professional manner;
- Track location of all Bucharest staff to route phone calls and direct visitors appropriately;
- Operate fax machine, scanner and photocopier and provide guidance to other staff in their proper use (file all faxes);
- Possess basic computer skills and familiarity with Microsoft operating systems
- Route incoming and outgoing mail and arrange for pickup of express mail packages;
- Maintain the reception area in a professional manner.
- Other tasks as assigned.

### Qualifications:

- Must be courteous, responsible, and capable of working in a team-oriented environment;
- Excellent writing skills in English and Romanian;
- Good command of spoken English and Romanian.
- Ability to prioritize tasks;
- Good computer skills
- Ability to communicate effectively

**Interested applicants should send a cover letter and resume to**

**[lslave@irex.ro](mailto:lslave@irex.ro) or by fax to no. 021-4102564.**

**Only short-listed candidates will be contacted.**

**Deadline for submission: March 11, 2010**