



Office Assistant (m/f) Belgrade

Job description

Corporate receptionist is the first point of contact for the company and provides administrative support across the organization. He/She will handle the flow of people through the business and ensure that all receptionist responsibilities are completed accurately and delivered with high quality and in a timely manner.

Your tasks and responsibilities:

- + Serve visitors by greeting, welcoming, directing and announcing them appropriately
- + Answer, screen and forward any incoming phone calls while providing basic information when needed
- + Maintain security by following procedures and controlling access
- + Update appointment calendars and schedule meetings/appointments for management team, organising and distributing mail, receiving and sending courier packages
- + Perform other clerical receptionist duties (maintaining Guest list, booking meeting rooms, the hotel and transportation for foreign KN guest)

Your skills and experience

- + Proven working experience in similar roles
- + Proficient with Microsoft Office Suite
- + Professional appearance
- + Fluent in English
- + Knowledge of German language will be considered as an advantage
- + Excellent communication skills both written and verbal
- + Ability to be resourceful and proactive in dealing with issues that may arise
- + Ability to organize, multitask, priorities and work under pressure
- + Minimum high school degree

We offer exciting position in a dynamic and motivated team, development possibilities and a nice working atmosphere.

With more than 67,000 employees at 1,000 locations in over 100 countries, the Kuehne + Nagel Group is one of the world's leading logistics companies. Its strong market position lies in the seafreight, airfreight, contract logistics and overland businesses, with a clear focus on providing IT-based supply chain management services.

Kuehne + Nagel is operating three Shared Service Centres (SSC) worldwide. The Shared Service Center EMEA, based in Belgrade, is serving the regions Western Europe, Middle East and Africa as an internal service provider, being responsible for the handling and execution of operational tasks within the organisation. The SSC Belgrade was founded in 2009, with a significant growth since then and nowadays employs almost 500 employees for more than 40 different countries in Western Europe, Middle East and Africa. The SSC performs global and standardized processes mainly back office tasks, for the internal customers.

Deadline for applications: 20.09.2016.