



# RECEPTIONIST

Better never settles

CBS International is a member of Cushman & Wakefield Alliance, a leading global real estate services firm, operating with 52,000 employees in more than 60 countries worldwide. As a regional real estate market leader, CBS International is providing a broad range of integrated services including Office Agency, Retail Agency, Residential Sales and Leasing Agency, Industrial Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Property and Facilities Management and Marketing. Driven by ideas, expertise and dedication across borders and beyond service lines, we provide real estate solutions to prepare our clients for what's next.

## RESPONSIBILITIES:

- Provide administrative and office support to the team members
- Answer and screen incoming telephone calls
- Coordinate travel and administer activities
- Sort, prepare, and deliver incoming/outgoing mail
- Co-ordinating meetings & booking meeting rooms
- Assist with aspects of relationship management with clients, and required reporting
- Update and maintain client database
- Binding & scanning of documents
- Code and submit office invoices to Accounting
- Other general ad hoc duties

## QUALIFICATIONS:

- High School Diploma or Colleague Degree
- Written and verbal communication skills in English
- Proficiency in Microsoft Word, Excel and Outlook
- Ability to handle sensitive and confidential information
- Excellent time management
- Minimum of 2+ years of prior office experience
- Excellent organization skills
- The qualified candidate will be detail oriented, extremely professional, and customer service oriented
- Appropriate work ethic / commitment level required

## Interested?

Please share your CV via [jobs@cw-cbs.rs](mailto:jobs@cw-cbs.rs). Only short-listed candidates will be contacted.