



**CUSHMAN &
WAKEFIELD**

CBS
INTERNATIONAL

**TURNING
& COUNTING**
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Due to expansion of our operations, for one of the leading IT companies,
we are looking for
Receptionist

MAIN RESPONSIBILITIES:

- Managing calls and welcoming guests, incoming/outgoing mail management
- Coordinating meetings, booking meeting rooms
- Coordinate travel and administer activities
- Assist with aspects of client relationship management and required reporting
- Invoices and document management
- Procurement of office/kitchen/toilet supplies
- Communication with landlord, announcement for parking and garage usage
- Access cards management
- Providing support for the organization and coordination of client's events
- Other jobs at the request of the superior

QUALIFICATIONS:

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

WE OFFER YOU:

- A challenging position in a dynamic team within a leading real estate company, working for the client, one of the leaders in IT industry
- An interesting salary package
- Opportunity to be a part of an expanding business

INTERESTED? Please share your CV in English via jobs@cw-cbs.rs

Only short-listed candidates will be contacted.

Personal data collected in this manner will only be used in accordance with the Personal Data Protection Law. Before sending your application, please inform yourself of the way CBS International collects, uses, and processes personal data related to job applicants, at the following link: <https://cw-cbs.rs/en/obavestenje-o-obradi-podataka-licnosti-kandidata-za-posao/>

CBS International is the leading real estate consultancy in Serbia in terms of revenue for 12 years, providing variety of services including: Office Agency, Retail Agency, Residential Sales and Leasing, Industrial Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Facility Management, Property Management and Marketing.

CBS International is a member of Cushman & Wakefield Alliance, a leading global real estate services firm with 50,000 employees in more than 60 countries. Cushman & Wakefield is among the largest commercial real estate services firms in the world with revenue of \$9.4 billion across core services. For more information, visit www.cw-cbs.rs | www.cushmanwakefield.com.

WHEN YOU THINK OF PROPERTIES