



RECEPTIONIST

Better never settles

CBS International is a member of Cushman & Wakefield Alliance, a leading global real estate services firm, operating with 53,000 employees in more than 60 countries worldwide. Established in Belgrade in 2007, CBS International is the largest commercial real estate consultancy in Serbia by revenue for 15 years, including 2024 (Source: SBRA). With a team of over 500 professionals, the company provides a comprehensive portfolio of integrated real estate services, including Office Agency, Retail Agency, Residential Sales and Leasing, Industrial and Logistics Agency, Land Agency, Valuation and Development Advisory, Capital Markets, Market Research, Project Management, Property and Facilities Management, and Marketing. CBS International operates five fully established offices in Serbia, Austria, Croatia, Montenegro and North Macedonia, enabling seamless coverage of the entire West Balkan region. Combining strong local expertise with global best practices, the company partners with clients to deliver tailored real estate solutions and long-term value.

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

WHAT WE OFFER?

- Competitive compensation
- Private health care insurance
- Opportunity for professional growth and advancement in a rapidly expanding company
- Collaborative and inclusive work environment where your contributions are valued and recognized

Interested?

Please submit your resume outlining your qualifications. We look forward to reviewing your application.

Please share your CV via jobs@cw-cbs.rs. Only short-listed candidates will be contacted.