Receptionist

KPMG International is a global network of professional firms providing Audit, Tax and Advisory services. We operate in 156 countries and have over 155,000 people working in member firms around the world: [www.kpmg.ua](http://www.kpmg.ua).

**Responsibilities:**

Your main goal is to provide friendly, efficient welcome service and telephone connection to visitors and callers to KPMG and all employees in the office, meeting room support, phone call operation, direct mail and publication distribution, basic secretarial tasks performance.

**Requirements:**

* university degree, or are a final year student
* previous experience in a similar position
* fluent in English, Ukrainian and Russian languages (both written and verbal)
* you like to work in a team
* you have a pleasant personality

**We offer:**

* challenging assignments
* professional development
* work in a friendly international environment
* competitive compensation

official employment

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