**Redcliffe Partners** is currently looking for a receptionist/administrative assistant.

**We offer:**

* Challenging tasks
* Dynamic group of co-workers
* Competitive salary and official hiring
* Solid social package (medical insurance, 28 days of paid vacation)

**Requirements:**

* Higher education
* Fluent English and Ukrainian (both oral and written)
* Excellent interpersonal and communication skills
* Good team player
* Initiative, highly motivated, well-organized
* Proficient PC user (Word, Excel, PowerPoint, Outlook)

**Duties & Responsibilities:**

* answering incoming calls and directing them to the appropriate employees
* greeting and assisting visitors
* sending correspondence by courier services
* receiving and sorting mail & deliveries
* managing the schedule in the conference rooms
* drivers' work control
* performing translation tasks as required
* provision lawyers with high quality assistance

**Rotational working schedule:**

one week 8.00 — 17.00; one week 13.00 — 21.00 (in turns)

Please submit your resume and a cover letter indicating your desired position to office@redcliffe-partners.com.



