

# Office Receptionist

GAS – Baku, Azerbaijan

## Job Description

**TO APPLY FOR THIS POSITION IS REQUIRED A PROVEN KNOWLEDGE OF THE ENGLISH LANGUAGE – WRITTEN AND VERBAL**

**E-MAIL OBJECT: GAS-AZ-001-2016**

**PLEASE SEND YOUR CV TO: [job.az@gas-survey.com](mailto:job.az@gas-survey.com)**

### Job Duties:

- 1) Meeting and greeting clients
- 2) Receive, direct and relay telephone messages and fax messages
- 3) Pick up and deliver the mail
- 4) Open and date stamp all general correspondence
- 5) Maintain the general filing system and file all correspondence
- 6) Assist in the planning and preparation of meetings, conferences and conference
- 7) Telephone calls
- 8) Maintain an adequate inventory of office supplies
- 9) Respond to public inquiries
- 10) Provide word-processing and secretarial support
- 11) Assist logistic department in registration/cancellation to the state migration service of the foreign staff/visitors.
- 12) Assist other departments in dealing with local suppliers/entities.
- 13) To perform miscellaneous job-related duties as assigned.

## Desired Skills and Experience

### Qualifications/Demonstrable experience

- High School Diploma
- Previous experiences in international companies are preferable
- Proven knowledge of English language – Training Certificate is preferable
- Knowledge of Russian language is preferable
- Knowledge of Computer, especially e-mail
- Knowledge of Microsoft Office Skills
- Interpersonal skills and the ability to work well with people at all levels
- Multitasking
- Problem-solving abilities