

## **JOB DESCRIPTION**

**Name of the position/work place:** Receptionist

**Organization Unit:** Sales Department

**Reports to:** Head of Sales

### **Duties and Responsibilities:**

- Provides visitors with basic knowledge about the resort and suite options
- Provides the highest level of service to clients, both internal and external
- Ensures the daily activities of Portonovi Real Estate Office
- Checks the availability of Sales representatives to book appointments
- Monitors e-mails, messages and calls for timely distribution of received information
- Ensures that all equipment (telephone system, photocopier, etc.) is fully functional
- Orders and maintains supplies of office supplies and ensures that office equipment is complete
- Collects, receives, sorts and distributes incoming mail and packages
- Coordinates sending packages
- Is the main contact person for the maintenance of the facility and premises
- Provides general administrative support to the team, as needed
- Always supports and assists the Sales team as well as the Marketing and Communications team
- Performs all other tasks assigned by the Head of Sales

**Education:** IV or higher education degree level.

### **Work experience:**

- Minimum 1-year of previous experience in similar field

### **Preferable skills**

- Good interpersonal, communication and customer service skills
- Very organized and detail-oriented
- Able to multitask and work well under pressure in public
- Proactive and focused
- Highly energetic
- Team player