

Company **Edwards Lifesciences AG**, Pernerova 697/35, Praha 8 – Karlín is looking for:

Job title:
Receptionist

Job description:

Key Responsibilities:

- Assist in general admin and clerical support that includes mailing, scheduling, office supply and refreshment stock monitoring, Coupa PO creation and invoice settlement, act as the main internal distribution point for e.g. meal vouchers, other tasks as needed
- Coordinates venue set up, catering delivery, communication with event stake holders, updates all relevant event management documents (event form)
- Maintain office security by following safety procedures and controlling access (data entry)
- Hands on experience with office equipment (e.g. printer)
- Greet visitors including security confirming ID credentials and contact Edwards contact, provide navigation and deal with guest queries e.g. wifi access, guest access cards, parking
- Maintenance and cleaning services contact point solving the basic standard queries independently, cooperates with the landlords and reports malfunctions, keep records and prioritize the book of Handyman's repairs and duties including main corporate storage operation
- Answer and address incoming telephone calls, receive and sort deliveries including quality check, route as appropriate including administration of custom clearance, ordering DHL parcels for the PRG Edwards office
- New hires office and facilities onboarding preparation, signage update, work station and its standard stationary functionality check
- Perform other receptionist duties

Preferred Skills:

- Initiative and problem solving approach
- Prompt adaptability and ability to work collaboratively
- Excellent Organization skills
- Quick learner

Required Skills:

- Familiarity MS Office computer literacy and relevant software applications
- Solid written and verbal communication skills, confident English speaker
- Reliable, pro-active, positive mindset, professional attitude and appearance
- Adhere to company policies and procedures, show discretion and confidentiality, represent organization in an ethical and professional manner
- Multitasking and prioritizing

Employee benefit:

- 5 weeks' vacation
- Meal allowance
- Sick Leave 3 days
- Flexi pass
- Wellness program
- EEC – participation in Employee Event Committee events

Start date: Immediate

Length of contract/employment: one year extension

Type of employment contract (full-time or part-time): Part time (20 hours/week)

Length of probation period: Standards

Work Schedule: Daily part time hrs. (no weekends)

Remote or Onsite: Onsite

Education: Secondary School

Language preferred/required: Fluent Czech, English

In case of interest for a position, do not hesitate to **contact:**

Mrs. Erika Hájek Solíková, e mail:erika.hajek.solikova@gitisit.cz, tel: +420 703 642 606