



Front Desk Host

Location: Impact Hub Universitate, 8-10 Tudor Arghezi St.

Contract type: Full-Time

POSITION SUMMARY

We are looking for a **Front Desk Host** to work with our Impact Hub Bucharest team in welcoming guests, assign calls and e-mails to relevant colleagues and assist the team with various tasks regarding ordering & receiving supplies.

IMPACT HUB BUCHAREST

Ever since its launch in 2012 when Impact Hub Bucharest has pioneered the concept of collaborative spaces for entrepreneurs and freelancers, the organization has been 100% a local business that supports startups, professionals, NGOs and corporations through coworking spaces, events venues and accelerations programs. We are part of Impact Hub global network with a community of over 24.000 members in 50+ countries and more than 100 locations worldwide.

Qualities

- Very good communication and interpersonal skills
- Hands-on approach to problem-solving and able to see new, creative ways around obstacles
- Responsive and quick in carrying out tasks
- Hands on experience with office machines (e.g. coffee machines and printers)
- Fluency in written and spoken English

Responsibilities include but are not limited to:

- welcoming guests at the reception
- redirect emails and phone calls to appropriate colleagues
- ordering & receiving supplies in coordination with the Location Manager
- assist the team with various tasks
- contributing to a best-in-class work environment that facilitates and supports our innovative community, through high-level customer service and attention to detail
- be a first responder to daily issues which members might have (e.g. printer, heating system, etc.)
- oversight of the admin processes: access to the building, lockers, mailboxes, printer and other facilities



Compensation: Paid role, mobile phone & subscription, private medical insurance.

How to apply?

Send us an e-mail at jobs@impacthub.ro with the subject Front Desk Host containing your resume and an answer to why you would like to work with us.

Deadline application: September 30th 2022