

Receptionist required in Warsaw, Poland

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Company: Skills Provision

Location: Poland

Category: office-and-administrative-support

Skills Provision is seeking a Receptionist for a hotel in Warsaw, Poland.

Salary & Benefits

PLN 3500 p/m

Extensive Benefits package available

The Role

Act as the first port of call to visitors

Supply refreshments to guests

Maintain calendars

Organise mail

Additional duties as required

Requirements

Previous experience as a Receptionist

Professional and warm attitude

Strong verbal and written communication skills

Well-versed in Microsoft e.g. Outlook

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discriminate with regards to age, race, gender, colour, creed, religion, sexual orientation, disability, and nationality.

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