

RECEPTIONIST

Anglo-American University announces a search for a **full-time** position of **Receptionist**.

The Receptionist serves as the first point of contact for anyone entering AAU, ensuring they are greeted, welcomed, and directed appropriately. The role is essential in creating a warm and welcoming atmosphere for students, lecturers, staff, and guests. In addition to offering secretarial and administrative support to AAU employees and lecturers, the Receptionist will provide information and assistance to students. A broad understanding of AAU operations will be required, enabling the Receptionist to offer general information regarding AAU to the public and refer inquiries to the appropriate AAU personnel.

The Receptionist reports to the Facility and Operations Manager.

RESPONSIBILITIES:

Front Desk

- Welcome and assist AAU visitors, both in person and over the phone.
- Ensure the reception area is clean, organized, welcoming and safe.
- Keep track of staff movements in and out of the organization.
- Direct visitors to the appropriate individuals or departments.
- Monitor visitor access and maintain security protocols.
- Answer, screen, and direct telephone calls.
- Take and relay messages promptly.
- Provide and manage Wi-Fi login credentials for guests.
- Handle incoming and outgoing mail, deliveries, and courier services.

Facility Support

- Lock and unlock the AAU premises as required.
- Inspect classrooms to ensure computers and projectors are turned off, windows are closed, and the rooms are secured after lectures.
- Monitor and maintain office equipment, including technical devices (e.g., projectors, printers, laptops, copiers).
- Order office and cleaning supplies as needed.
- Regularly check and restock refreshments (tea, coffee, sugar, milk) in the kitchen and Faculty Lounge, three times a week.
- Order supplies, including toners and refreshments, for Letenská 5 (mainly for the Library).
- For MBA programs: Purchase fruit, prepare refreshments, and print necessary documents and evaluations.
- Water and clean plants (primarily on the second floor).

Faculty & Staff Support

- Coordinate the reservation of classrooms for meetings, conferences, and other events.

- Assist lecturers with printing, copying, and scanning of documents and books.
- Print and scan grade sheets for all AAU schools.
- For the SSC: Print and scan documents, upload AAU Catalogs and Student Handbooks to new USB drives, and assign grade sheets to lecturers.

Complete any additional tasks assigned by the Facility and Operations Manager.

REQUIREMENTS:

- Professional and polished demeanor.
- Excellent interpersonal, written, and verbal communication skills.
- Proven track record of reliability, responsibility, and punctuality.
- Exceptional organizational skills with the ability to multitask, prioritize tasks effectively, and maintain strong attention to detail.
- Ability to collaborate and work effectively with individuals from diverse cultural backgrounds.
- High ethical standards and the ability to maintain confidentiality when handling sensitive information.
- PC skills, Microsoft Word, Excel, PowerPoint, Outlook.
- Proficiency in English and Czech languages.

WE OFFER:

- A trusted, international workplace located in the exceptional Thurn-Taxis Palace in Prague 1
- Supportive and friendly team environment
- Stress-free work culture—no corporate pressures
- 25 vacation days per year
- 5 paid sick days per year
- Multisport card partly paid for by the employer
- Flexible working hours
- Opportunities for personal growth, including free AAU courses
- Discounts at local restaurants and with our business partners
- Regular community events and team-building activities

Interested candidates should send their CV and a cover letter to Ivana Vrobel at ivana.vrobel@aauni.edu. The **review of the applications will start after September 15th, 2024** and will continue until the position is filled. The start date will be determined by mutual agreement, ideally in early October.