

UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer. We are accepting applications to fill the vacancy in the administrative position:

FRONT DESK / RECEPTIONIST

The front desk is, first and foremost, the focal point within UNYT as the first contact that ensure that all the interactions between actual and future students, academic staff, administration, partners, and outside services run as smoothly as possible. The Front Desk/ Receptionist role is to provide administrative support across the organization in an efficient manner in accordance with established practices and procedures.

Responsibilities:

- Effectively and efficiently manage the lobby or greeting area of UNYT while maintaining professional standards
- Assist, coordinate and provide information to the students and academic staff about class schedules, classrooms, degree program required, advisors, official administrative forms
- Record any data with regard to new enrollment process, office hours, student absences and stationary order according to the respective forms
- Perform other clerical receptionist duties such as phone calls, coordinate appointments, filing, photocopying, organize mail/ deliveries
- Serve as a liaison point between departments with regard to maintenance, security

Key Qualifications:

- Bachelor's degree is required. Master degree is preferable.
- Minimum of one (1) year of office and clerical experience in an academic or institutional environment is preferable
- Proficiency in office management systems and procedures, MS Office
- Excellent organizational and customer service orientation skills with the ability to multi-task
- Excellent written and verbal communication skills
- Fluency in English language, proficiency in Turkish language is an advantage

Deadline for Applications: October 29th 2021

For more information we invite all interested candidates to visit our website www.unyt.edu.al (job vacancies section)

Applicants need to demonstrate ability to strengthen the departmental and organization's profile. Cultural adaptability, the ability to collaborate well in a multi-ethnic environment are must qualities..

Application:

Qualified candidates are kindly requested to send **by e-mail** at hr@unyt.edu.al the following

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, at least two professional references

IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **ONLY** short-listed candidates will be contacted.