



Vacancy summary

Reception/Administrator

GE024236

Tbilisi

Vacancy details

Beauty Salon is seeking to recruit a dynamic and experienced female professional for the post of Reception/Administrator in Tbilisi, for ASAP

Required qualifications are:

- 2+ years experience in a receptionist role
- Excellent Georgian, English and Russian language skills;
- Experience with computer programs (Word, Excel, Fax, e-mail, Internet);
- Outstanding inter knowledge of customer service principles and practices
- Personal skills and a demonstrated ability to work in a team;
- Attention to detail
- Professional personal presentation
- Initiative

Interested applicants should send the detailed Resume with photo to the following address: geosunco@yahoo.com or call us ASAP

Contacts

mobile: 557488167

