UNIVERSITY AMERICAN COLLEGE SKOPJE
IS LOOKING FOR A FRONT DESK OFFICER

We are expanding our team!

FRONT DESK OFFICER

CONDITIONS
- **Job Type**: Full-Time
- **Working Hours**: Monday-Friday, 08:00-16:00; 09:00-17:00 *(*Saturday, Sunday and Public Holidays are non-working days)
- **Duration of Contract**: 12 months, with possibility of extension
- **Vacation Days**: Minimum 20 working days per year (the number is determined according to the Macedonian Labor Law)

WE OFFER
- Friendly and positive working environment that fosters collaboration and creativity
- Additional 7 working days for sick leave
- Winter Break
- Regular team – building activities and social events
- Sportmaster membership
- Dress Code: Business Formal according to the internal acts (with a dedicated budget for business attire)
- Professional Development (opportunities for participation in trainings, seminars, workshops, courses, etc., covered by UACS)

REQUIREMENTS
- Bachelor Degree
- English Language Proficiency
- Positive, energetic and proactive attitude
- Willingness to learn, take initiative and develop new skills
- Good organizational and communication skills
- Strong sense of responsibility and commitment
- Ability to adapt to different tasks and situations

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JOB DESCRIPTION

- Answer, screen, and direct incoming phone calls to the appropriate departments or individuals in a professional manner;
- Greet visitors, students, and staff, and direct them to the appropriate offices, personnel, or meeting rooms;
- Handle incoming and outgoing mail, packages, and deliveries; receive and dispatch all types of correspondence (shipments, letters, faxes, etc.), and maintain accurate records/logs;
- Maintain the front desk area to ensure it is clean, organized, and presentable at all times;
- Monitor and replenish office and reception supplies as needed;
- Assist with scheduling appointments, meetings, and conference room bookings, including maintaining booking calendars;
- Respond to general inquiries (in person, by phone, and electronically), resolve basic issues, and provide accurate information in a timely manner;
- Provide information to prospective students and other interested parties regarding university programs, admission requirements, tuition fees, and general institutional information;
- Support current students and visitors by providing information related to schedules, classrooms, faculty, exam timetables, and the academic calendar;
- Assist the Records Office during peak periods such as enrollment, registration, and the start of semesters or the academic year;
- Update and maintain academic schedules for undergraduate and graduate programs in coordination with the Records Office;
- Maintain and regularly update contact lists (phone numbers, email addresses, etc.) for faculty and staff in coordination with the HR Office;
- Coordinate travel arrangements, including hotel reservations and transportation, for visiting professors and guests;
- Operate standard office equipment (phones, printers, scanners, etc.) and report any technical issues when necessary;
- Perform other duties as assigned by the Director, or authorized person.

Send your CV to **hr@uacs.edu.mk**