**Receptionist/Office assistant**

Reporting to Office Manager

Founded in 2014 in the Czech Republic, Rohlik is the European leader of e-grocery in Central Europe. Already active in the Czech Republic ([Rohlik.cz](http://rohlik.cz/)), Hungary ([Kifli.hu](http://kifli.hu/)) and Austria ([Gurkerl.at](http://gurkerl.at/)), and now also in Germany ([Knuspr.de](http://knuspr.de/)). By owning its end-to-end operations, including all technology in-house, Rohlik provides a superior customer experience and the freshest food from local farmers and artisans, as well as a broad supermarket selection.

**Role Overview**

As a Receptionist, you will be the first point of contact for our company. Our Receptionist’s duties include tasks such as offering administrative support across the organisation. You will welcome guests and greet people who visit the office premises. You will also coordinate front-desk activities, including distribution of correspondence and shipments. To be successful as a Receptionist, you need to be very customer-oriented, communicative and eager to help. You should also be able to deal with emergencies in a timely and effective manner, while streamlining office operations. Multitasking and stress management skills are essential for this position. A little bit of economic thinking and being a team player will be appreciated as well!

**What we expect from you**

* Being in the front line and creating great welcoming atmosphere
* Making sure that our visitors feel at home before the meeting
* Maintaining the best running of the office and order in the kitchen full of goodies
* Making us happy and ready to work by ensuring that we never miss essentials like coffee, office supplies or other similar things needed for the work-life
* Having incoming and outgoing mail under control without using a carrier pigeon
* Communicating with the building staff and other contractors
* Managing the regular agenda as well as dealing with a lot of unexpected situations and disruptions
* Helping out with the office events preparation and even creating your own one!
* And most importantly, being a psychological support in everyday problems of our office world such as colleagues not knowing how to start the coffee machine or losing their entry card.

**What we look for**

* You are not afraid to call, write an email, act in person and deal with unexpected situations.
* You manage to organize a million things at once and still smile in a bad mood.
* It makes you happy to take care of others and you feel good when you make their work easier.
* You are not distracted by crowded meeting rooms or a colleague asking the same question for the tenth time.
* You are easy-going and enjoy working as well as going out for a drink with colleagues in the spare time.
* You are ready for many changes and welcome having a new challenge every day.

**KPI’s typical for the position**

* Provide excellent customer service
* Maintain friendly and professional environment
* Deliver on time

**What we offer**

* Your work will have a direct impact on the company's results
* We will implement your good ideas almost immediately – not waiting for the approval of the headquarters somewhere on the other side of the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow the trends, but rather set them
* Last but not least, we offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and legendary company events

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