**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 offering administrative support across the organisation. You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and shipments. To be successful as a Receptionist you need to be very customer oriented, very communicative and helpful. 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 be a team player!

**What we expect from you**

* Being in the front line and smiling at both of us and the visitors
* Make sure that visitors feel at home before the meeting.
* Maintain the best running of the office and order in the kitchen full of goodies
* Giving us joy with a constantly replenished supply of cafes, offices and other similar things needed in working life.
* Have incoming and outgoing mail under your thumb without using a carrier pigeon.
* Communicate with building management and other contractors.
* Manage this permanent agenda and organise and coordinate a lot of unexpected situations and disruptions.
* And most importantly, to be a psychological support in everyday problems of the world, I do not know how the coffee machine starts, or I have lost my entry card.

**What we look for**

* You are not afraid to call, write an email, act in person and deal with various 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 for the tenth time.
* You are a heartworm who enjoys working and goes for a drink with us in his spare time.

**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 in the world
* You will not be bound by corporate processes
* Your work has to be innovative and meaningful, we do not want to follow trends, but set them
* Last but not least, we mainly offer a fair reward and the possibility of professional growth and education, also a great bunch of people around and a legendary company events

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