



MILESTONE INSTITUTE

‘Education and Leadership through Excellence, Integrity and Humility’

Office Assistant and Receptionist

In the 2018/2019 Academic Year, Milestone has over 330 enrolled students and 70 Faculty members. Across the four years of Academic Programmes, [125 academic Modules](#) are offered at the Institute. To support Milestone’s varied activities, a Service Centre has been created, which ensures that all visitors, students, faculty and staff who come to the Institute have a positive experience.

Working in the Service Centre requires the candidate to work with routine tasks, while having the opportunity to be involved in varied fixed term projects. The Office Assistant and Receptionist is everyone’s first point of contact with Milestone, providing the setting for his or her experience with the Institute.

It is in this spirit that the Milestone Institute seeks to appoint a highly committed and talented professional as Office Assistant and Receptionist, a post which demands exceptional interpersonal, multitasking and communication skills. A down-to-earth attitude, an empathy with people, resourcefulness, drive and determination are all important requirements of the post. In addition, as all activities within the Institute are carried out in English and communication with external stakeholders is carried out in Hungarian, a full and professional level of proficiency in writing and speaking in **English and Hungarian** is essential.

Key Responsibilities of the Post:

To manage, monitor and review, under the overall direction of the Office Manager:

- an effective and friendly front-desk service;
- the welcoming and hosting of visitors, students, members of staff and faculty;
- processing incoming and outgoing mail, phone calls and email messages;
- providing basic and accurate information to visitors, students, members of staff and faculty;
- standard office administrative procedures, such as filing, taking inventory, keeping records and sorting documentation;
- operative tasks related to student Admissions, events, room booking and venue setup;
- competent entrance procedures by issuing and validating ID cards for students and staff;
- the carrying out of minor maintenance tasks;
- processing and keeping up-to-date records of Reception-related expenses;
- office efficiency by documenting, communicating and addressing irregularities;
- the placing of orders of office supplies and equipment, as well as keeping inventory of stock;
- an efficient library service, such as maintaining library records and cataloguing books, journals and other materials acquired by or donated to the Institute and ordering and implementing equipment and materials (books, journals etc.) needed for the smooth running of the library.

To promote and maintain:

- an equal, diverse and happy work environment in line with the Milestone Institute's mission, vision and values.

Application Process:

Application is by Motivation Letter and Curriculum Vitae via the application link [here](#).

- **Deadline:** The closing date for receiving applications is **Wednesday, 20th March 2019, 23:59 CET**.
- **Interviews:** Interviews will be held on **Friday, 22nd March 2019, afternoon**.

Applicants will be required to perform **two tasks** during the interview. Instructions to the tasks will be given a few moments before the tasks are expected to be carried out.

All candidates will be notified.

In order to gather more information about life at Milestone, please read our [website](#).

Timeline of Application Process:

- **Wednesday, 20th March 2019, 23:59 CET:** Closing date for applications to be received.
- **Thursday, 21st March 2019:** Applicants invited for interview.
- **Friday, 22nd March 2019, afternoon:** Interviews

Conditions of Service:

- This is a part-time post of **20 hours per week**. Actual weekly workload will be agreed initially during the interview and the contract will be signed according to that. Candidates are requested to indicate their availability in their application package.
- Permanent contract, with a three-month probation period.
- Salary will be commensurate with age and experience.
- Milestone's office hours are from **Monday to Friday, 10 am until 8 pm** and **Saturdays, 10 am until 6pm**. This means that there may be times when members of the team are expected to work unusual hours.
- A full and professional level of proficiency in writing and speaking in **English and Hungarian**.
- The post holder should have the right to work in Hungary and might be subject to a local police check.
- The detailed job description can be found on the following [link](#).