



## **MILESTONE INSTITUTE**

**‘Education and Leadership through Excellence, Integrity and Humility’**

### **Office Assistant and Receptionist**

Our mission is to act as a catalyst of societal progress through a twofold approach; a center for exemplary research, social action and entrepreneurial initiatives and an internationally recognised programme of education designed to nurture a community of future leaders within Hungary.

The Milestone Institute’ flagship 4-year education programme educates over 350 gifted and talented high school students, employs a faculty of over 100 people and has an alumni community of over 1000, many of whom continue their studies at one of the world leading universities. The Institute is dedicated to nurturing a community of changemakers ready and able to face the challenges of the 21st century and aims to inspire and nurture in its students a quest for academic excellence, a pursuit of scholarly curiosity and a passion for leadership.

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, emails and social media 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;
- keeping track of all incoming invoices of the Institute under the overall direction of the Office Manager;
- office efficiency by documenting, communicating and addressing irregularities;
- 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 **Tuesday, 11<sup>th</sup> May 2021 at 23:59 CET**.
- **Interviews:** Interviews will be held on **Thursday, 13<sup>th</sup> May 2021**.

Applicants will be required to perform **two tasks** during the interview process. 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, 5<sup>th</sup> May 2021:** Publishing the job advertisement of the position.
- **Tuesday, 11<sup>th</sup> May 2021 23:59 CET:** Closing date for applications to be received.
- **Wednesday, 12<sup>th</sup> May 2021:** Meeting of appointment panel to shortlist candidates, shortlisted candidates invited for interview. Applicants invited for an interview.
- **Thursday, 13<sup>th</sup> May 2021:** Interview Day.
- **Friday, 14<sup>th</sup> May 2021:** Offer sent out to preferred candidate, with response expected by COB Monday 17<sup>th</sup> May.
- **Tuesday, 18<sup>th</sup> May 2021:** Notifications sent out to all candidates.
- **TBD:** Planned start date of successful candidate.

**Conditions of Service:**

- This is a full-time post of **40 hours per week**. Actual weekly schedule will be agreed.
- Permanent contract, with a three-month probation period.
- Salary will be commensurate with age and experience.
- Due to Milestone's office hours, the working hours of this specific position are from **Monday to Friday, 9:30 am until 8:30 pm and Saturdays, 9:30 am until 6:30 pm in pre-arranged shifts**.
- 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](#).**

**Additional information:**

Milestone Institute is an equal opportunity employer, seeking to recruit and support a broadly diverse community of faculty and staff. Milestone values and celebrates diversity in all its forms and strives to foster an inclusive culture built on respect that affirms inter-group relations and builds cohesion. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, religion, color, national origin, age, sex, sexual orientation, disability status.

**Child Safe Recruitment:**

The Institute is committed to child safe recruitment, selection and screening practices and has child safe recruitment policy in place. Thus we require all applicants to undergo an extensive screening process prior to appointment and provide us with the necessary documents upon contracting (police check, reference person, written declaration). Please note, the Institute may refuse to employ, or terminate the employment of, any person who it reasonably believes may pose a risk to children.

The successful applicant will be required to submit the following documents **upon contracting**:

- Self-declaration related to disciplinary offences relating to children.
- Local police check.
- Reference check.
- Child Protection Training - to be held by the Institute.