



Casual Host and Administrator

Job Description & Advert

Position Title:	Casual Host
Location:	1077 Budapest, Wesselényi u. 17. (W17)
Position Type:	flexible casual, based on “Egyszerűsített foglalkoztatás”
Start Date:	Continuous
Reports to:	Office manager

About Us:

Since 2010, Milestone Institute has been a leader in personalised secondary education, offering internationally recognised English-language programs that foster intellectual development and academic immersion, empowering 400 students a year to excel in their chosen academic areas and cultivating independent thinking and success. The Institute also offers consultancy services through its Solutions Lab department, with a mission to deliver groundbreaking educational concepts and internationally recognised innovative solutions. The Operations Team ensures the smooth delivery of all these activities, manages W17 facilities and events and supports the work of our 50+ core employees and 80+ faculty members.

Job Summary:

The core responsibility and objective of the Casual Host and Administrator is to provide general and administrative support to the Milestone Institute during periods of heightened activity. They may participate in the coordination and delivery of various activities, while also contributing to the development and introduction of enhanced processes and practices. The Casual Host and Administrator also maintains databases, communicates with external and internal stakeholders, and administers general back-office activities.

Key Responsibilities:

- Responding to general administrative needs;
- The invigilation of tests, exams and competitions;
- Reception cover when core staff members are not available. Reception cover duties may include:
 - Managing office stationery, equipment, kitchen orders, petty cash, and online orders.
 - Room booking, and providing rental equipment for all internal stakeholders.



- Setting up and breakdown of meeting rooms for events such as workshops, open days, business meetings, interviews, parental discussions, etc.
- Organising catering and other supplies for meetings and events according to the event lead's requests and budget.
- Overseeing timely laundry services.
- Document review activities;
- Updating student, faculty and core staff data in the Institute's data management system;
- Contribution to external and internal events both offline and online, including Admissions, Open Days, Year Openings, and all other events;
- Carrying out occasional maintenance and packing tasks;
- Acting as host/hostess in events;

As a member of the Operations Team we expect our Casual Host colleagues to:

- Provide professional customer service to internal and external guests.
- Be a team player, collaborate seamlessly within the Operations Team.
 - Maintain a functional and presentable reception area.
 - Uphold high standards in office and premises management.
 - Ensure office efficiency and adherence to standard procedures.
- Foster an equal, diverse, and happy work environment.
- Contribute to the general development of best practices in operations.

Requirements:

- C2 level English and Hungarian,
- Good organisational skill set with an eye for detail and perseverance to work on monotonous tasks,
- Good communication and people skills to liaise effectively with multiple stakeholders,
- Identification with the Milestone ethos of academic excellence, social responsibility, entrepreneurial initiative and artistic expression.
- Ability to think outside the box and solve problems in a creative manner.
- Working knowledge of Google Suite, Excel.
- Ability to work in a team and to strict deadlines.
- Ability to handle multiple tasks.



Conditions of employment

- This is a temporary and flexible position, based in central Budapest. The exact weekly workload will be agreed on by both parties in advance.
- The preferred candidate will be employed under the terms of “egyszerűsített foglalkoztatás” and will be paid net 2 300 HUF per hour from Monday to Saturday, and 3500 HUF per hour on Sundays. Payments are made on a weekly basis.
- Working hours may vary: Milestone’s Operations Team work from Monday to Friday, 8:30 am until 8:30 pm and Saturdays, 9:00 am until 6:30 pm. Casual Host colleagues may be required to work beyond these hours to allow smooth operations if early opening or late closing is required for any events.
- The post holder should have the right to work in Hungary and will be subject to a local police check.

Milestone Institute offers:

- Work equipment is provided by the organisation
- Our office is dog-friendly
- Exceptional working environment in one of the most beautiful listed buildings in downtown Budapest
- A welcoming team of highly-trained, motivated, collaborative colleagues
- Opportunities to innovate in cooperation with colleagues across all departments of the Institute
- Access to high-quality, regular professional development
- We organise a team-building evening on the last Wednesday of each month
- A competitive salary

Application Process and Timeline:

Application is by CV and covering letter (outlining the applicant's motivation to apply for the role, the relevance of qualifications and experience and how the applicant meets requirements), to be submitted via the application link. Applications are reviewed on an ongoing basis. Please note that screening calls may be conducted as part of the shortlisting process. During your in-person interview, there may be an interview exercise that requires no prior preparation. Interviews will be conducted in English and in Hungarian.

Please keep in mind that applications will be weighed by a combination of the applicant's profile and the Institute's recruitment needs.

Child-Safe Recruitment:

The Institute is committed to child safe recruitment, selection, and screening practices and has a 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;
- Child Protection Training.

Diversity and Inclusion:

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, colour, national origin, age, sex, sexual orientation, disability status.