



BE VITAL



The Johnson & Johnson Family of Companies makes a big difference in the health and well-being of people every day. We have more than 250 operating companies in 57 countries employing approximately 114,000 people. Our consumer products and medical devices and diagnostics impact the state of health care for patients, doctors, and nurses around the world. Currently, we are looking for highly motivated candidate for the student position of Receptionist based in Belgrade, Serbia.

RECEPTIONIST
Student position via student service

Day to day work includes:

- Greeting visitors and directing them to the correct person
- Answering queries in person, by phone and via email
- Arranging couriers, sorting/distributing post
- Providing or sending out general internal information
- Purchasing/ordering office supplies via internal purchasing processes
- Basic clerical work
- Assuring appropriate office appearance in collaboration with external service provider
- Organizing refreshments for meetings/ gatherings when required
- Assist employees and guests
- Taking care of entry database
- Coordinate office activities
- Other administrative tasks

Needed qualifications are:

- Excellent communication and collaboration skills
- Solid English skills, written and spoken
- Organized and independent
- Ability to adjust behavior in line with different situations requirements
- Basic computer skills (Microsoft Office)
- Student who can balance properly his/hers faculty obligations and work

If you are interested in this position or you have someone to recommend, kindly send **CV in English** on email address: svlajkov@its.jnj.com no later than **1st December 2015**.