

**Talent Gate and The Leadership Alliance is looking for
Front Desk Officer**

The Leadership Alliance continues its strategy to develop young talented people from the early stages of their career to higher levels of competence.

The “mother company” [Leadership Development Solutions](#) is looking for a

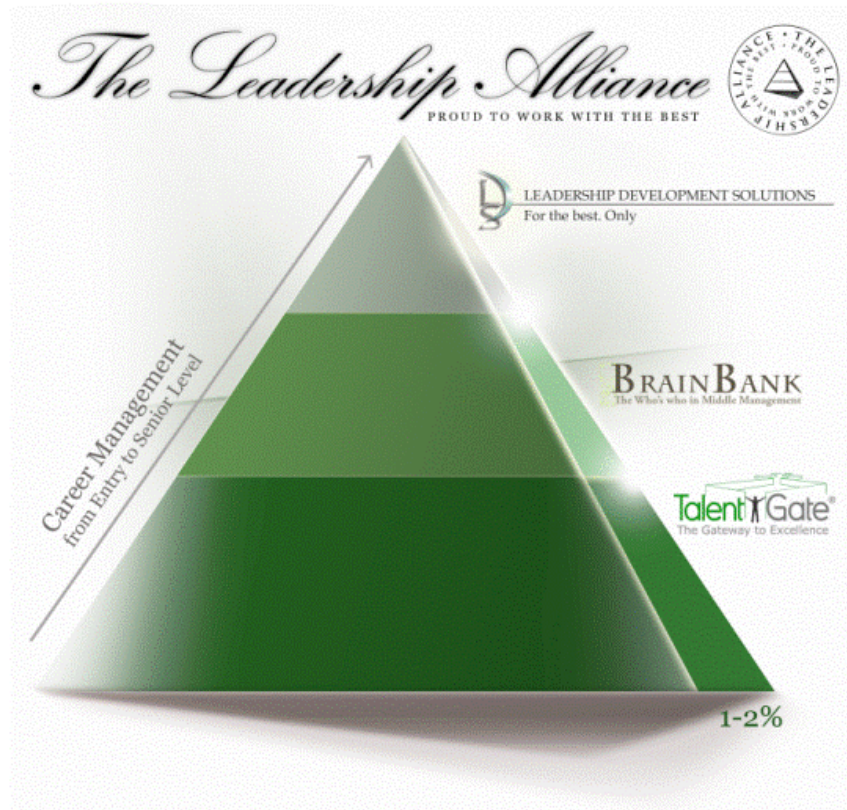
Front Desk Officer

Characteristics	Required	Desired
1. EDUCATION	University graduate or student	If student, preferably long distance studies
2. WORK EXPERIENCE	One year work experience on an entry level position	Front desk/ reception position
3. KNOWLEDGE	Fluency in written and spoken English Proficiency in English grammar PC knowledge (Microsoft Office)	Certificate attesting an intermediate or advanced level in English
4. APTITUDES	Verbal understanding Oral and written communication Clarity of speech	Deductive judgment Above average intelligence
5. SKILLS	Etiquette; Sociability Active listening Adaptability and good management of routine	Active learning Synthesizing information
6. DEMANDED BEHAVIOURS	<ol style="list-style-type: none"> 1. Skilled to telephone communication 2. Comfortable with routine tasks 3. Accustomed to follow procedures and to receive tasks to accomplish in a short period of time 4. Accustomed to welcoming guests and making them feel comfortable 5. Inclined to self development 6. Inclined to behave according to company’s standards 	
7. OTHER SPECIFICATIONS	Appearance: Pleasant appearance at ease with his/her self Age: 20-30	



You will find great opportunities to develop a career in one of our three business units:

- Leadership Development Solutions: www.kfi.ro
- BrainBank: www.brainbank.ro
- Talent Gate: www.talentgate.ro



The Leadership Alliance is a strategic exclusive alliance created by Leadership Development Solutions. It aims to provide the first premium quality alternative to the existing supply of talent acquisition services at all levels in the Romanian market.

Interested candidates will send an English CV at office@kfi.ro, and then will pass through our **screening process on Talent Gate platform**: Log in, Evaluation module. Candidates which are already Talent Gate members will have to send an updated CV with the subject *Front Desk Officer* at office@kfi.ro, will complete all required data in the Personal Information module, and all the evaluations in the General Assessment module.