



JOB PROFILE / Job location

## Receptionist (2x) Enugu

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Leeway Investment is an Austrian investment group which is e.g. investing in sustainable projects in Nigeria. Basic requirements for all professions: reliability, disciplined behaviour, accurate and careful work, independent work, enthusiasm, sense of responsibility, teamwork and willingness to learn. In addition, reading, writing and numerical are important.

### JOB DESCRIPTION

With various partners, Leeway Investment is building Serviced apartments on the campus of Godfrey Okoye University in Enugu. The rector, Dr. Rev. Anieke, lived in Austria for many years and returned to Nigeria with a wish to spread knowledge and education possibilities among the young generation. Dr. Rev. Anieke truly believes that the future development of Nigeria lies in the hand of the young generation.

The receptionist provides administrative support to the guests and assists in general administrative activities.

**CONDITION:** Physical requirements: which physical characteristics are important?

- Good eye sight

**EXPERTISE:** What skills and knowledge are expected of me?

- Organizational skills
- Multi-Tasking skills
- English language skills
- Show initiative
- Customer orientated

**SOCIAL COMPETENCE:** What do I need when dealing with others?

- Communication skills

**SELF-COMPETENCE:** What personal qualities should I bring?

- Attention to detail
- Friendly and open attitude
- flexibility

**OTHER REQUIREMENTS:** What else is important?

- Tidy appearance

