

Tirana International Airport SHPK (TIA) is seeking to hire a

## **Receptionist**

who will report to the **Human Resources Director** of the company.

### **Main tasks and responsibilities of the position:**

*(for indicative purposes only. The responsibilities listed below can be subject of change upon recruitment)*

#### **Reception and Information Services**

- Greet and direct visitors, answer routine inquiries, and provide general information.
- Answer telephone calls, provide information, respond to inquiries, and direct calls appropriately.
- Schedule and assist in scheduling appointments, meetings, meeting rooms, and conference calls for management and employees.
- Prepare refreshments (coffee, tea, water, etc.) for meetings and conferences, especially in the absence of cleaning staff.
- Distribute correspondence and other materials to TIA business units promptly.

#### **Administrative Support**

- Perform simple, routine, and repetitive administrative functions, such as data entry and document management.

#### **Office Supplies Management**

- Manage the office supplies warehouse, ensure timely fulfillment of supply needs, and perform inventory reconciliation with the HR Specialist in charge of office management.
  - Manage the ordering and distribution of potable water for the office.
  - Assist in coordinating and preparing paperwork during HR asset relocation (e.g., furniture and mobile devices).
  - Assist in managing and ensuring the safe and efficient operation of all TIA offices, warehouses, and social areas.
  - Assist in ordering, receiving, storing, and distributing office supplies, refreshments, and equipment.
  - Assist in managing the usage and maintenance of TIA administration parking.
  - Assist in the coordination and execution of company events and HR programs.
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### **Requirements of the position:**

#### **Education:**

- Bachelor's Degree (required)

#### **Work Experience:**

- Minimum of 1 year of experience in a similar role or in performing related job responsibilities.

#### **Language Requirements:**

- Upper-intermediate level of English (spoken and written)

#### **Skills and Abilities:**

- Proficient in Microsoft Office (Word, Excel, Outlook, etc.)
- Excellent communication and interpersonal skills
- Strong ability to work as part of a team
- Able to work well under pressure and handle emergency situations
- Committed to delivering high-quality service
- Honest, reliable, and demonstrates integrity

## Application Procedure:

To apply for the above mentioned position the applicants should fulfill the Application Form, which can be found in [Tirana International Airport](#), and submit it via email to **human-resources@tirana-airport.com** with:

- Subject: [Name Surname] – **Receptionist**
- Attachments: Application Form + CV (PDF/Word)

***Application Deadline: June 13, 2025.***

Human Resources Department will contact only candidates selected from the documentation screening.