

<b>Job Title:</b>	Secretary/Receptionist
<b>Job Category:</b>	Administrative
<b>Job Location:</b>	Lisbon - Head office
<b>Job Description:</b>	<p>Candidate must be presentable and with very good communication skills. Fluency in English and other European Language is a must.</p> <p>Jobs responsibilities are, but not limited to greeting visitors and clients, answering and making phone calls, keeping records, handling couriers and faxes, organize travel arrangements, typing correspondence, handling emails.</p> <p>Working hours are 9.00am-6.30pm Monday to Friday. Must have expert knowledge of Word, Excel and Powerpoint</p>
<b>Skills Required:</b>	University Degree
<b>Language Requirements:</b>	English-Very Good and Spanish - Good
<b>Employment Type:</b>	Full Time

 *Interested applicants should submit cv resume to Fund Box, SGFII  
- SA or via email to [Jobs@fundbox.pt](mailto:Jobs@fundbox.pt)*