**Front Office Executive**

ICLT is seeking a highly motivated and qualified Front Office Executive. The incumbent will be expected to provide front office support along with maintaining company’s administrative operation.

**Job Location:** 67/1Baghramyan ave, 0033 Yerevan, Armenia

**Work Mode:** Full-Time

**Job Responsibilities**

* **Front Office Support** – providing high-level customer service, following the company’s practices and policies; handling the flow of customers and following up with the services rendered; acting in accordance to the rules and policies set in the company; contributing to team effort by accomplishing related results as needed.
* **Data Processing** **and Management** – providing administrative support across the organization; maintaining continuity among work teams by documenting and communicating actions; drafting/checking/storing various documents required by the management: customer accounts, groups tracking, student surveys and feedbacks, etc.
* **Finances** - looking after the finances of the organization: receiving payments, running cash flow and forming the monthly income statement for the company. Making quarterly/yearly financial analysis and reporting to the management team.
* **Other Duties** – working closely with the academic staff across the school; maintaining a tidy and organized work area, supervising school resources.

**Required Skills**

* Demonstrated leadership in managing initiatives
* Collaborative work style
* Great communicator and creative problem-solver
* Excellent in customer care skills
* Time management skills
* Computer literacy and quick learning skills
* Ability to organize, multitask, prioritize and work under pressure
* Ability to challenge and debate issues of importance to the organization
* Experience/skills in conducting financial analysis

**Application Procedure**

Apply through your most updated CV (in PDF form attached), mentioning the job applied to in the e-mail subject. Please send your CVs to info@iclt.am

**Application Deadline:** February 25, 2017

**About ICLT** We have been the biggest English language and training center in Armenia for the past 4 years now, operating in cooperation with Cambridge ESOL and ETS authorized test center in Armenia. To find out more about us visit www.iclt.am and our [Facebook page](https://www.facebook.com/pages/ICLT-International-Center-of-Languages-and-Training/204646052921538?fref=ts) www.facebook.com/iclt.am