



UNYT is an accredited multi-ethnic, private university in Tirana, Albania, delivering American degrees, established since 2002. It strives to provide an intelligence, knowledge, skills and technology-intensive University Education that shifts efforts, intellectual assets and resources from a local to a global environment through participating and inter active learning in small classes. UNYT is an equal opportunity employer.

UNYT is accepting applications to fill the vacancy in administrative position:

MALE DORMITORY RECEPTIONIST

The Dormitory Receptionist is responsible for providing front desk and administrative support to ensure the smooth day-to-day operation of the student dormitory. The Receptionist serves as the first point of contact for students, visitors, and staff, delivering professional customer service while maintaining a safe, organised, and welcoming residential environment.

Responsibilities:

- Follows the dormitory check-in and check-out procedures for all residents.
- Welcomes students, visitors, and guests in a professional and friendly manner.
- Assists students with room allocation, registration, and accommodation-related inquiries.
- Maintains accurate records of residents, room occupancy, and key/access card distribution.
- Answers telephone calls, emails, and responds promptly to students' requests and concerns.
- Receives and processes accommodation payments and issues receipts when required.
- Monitors visitors entering the dormitory and ensures compliance with dormitory policies.
- Reports maintenance issues, safety concerns, and student complaints to the Dormitory Manager.
- Coordinates with housekeeping and maintenance staff to ensure rooms and common areas are well maintained.
- Keeps the reception area clean, organized, and presentable at all times.
- Maintains confidentiality of students' personal information and dormitory records.
- Assists in emergency situations by following established safety and security procedures.
- Supports the daily administrative operations of the dormitory and performs other duties assigned by the Dormitory Manager.

Key Qualifications:

- Minimum Bachelor's degree is preferred.
- Previous experience in reception, customer service, administration, or a similar position is an advantage.
- Strong communication and interpersonal skills.
- Good organizational and administrative abilities.
- Proficiency in Microsoft Office (Word, Excel, Outlook).
- Good command of English; knowledge of Turkish is an advantage.
- Ability to work independently and as part of a team.
- Friendly, professional, and customer-oriented attitude.
- Ability to work flexible shifts, including evenings and weekends when required.

Deadline for Applications: 17 August 2026

For more information, we invite all interested candidates to visit our website www.unyt.edu.al (job vacancies section)

Application:

Qualified candidates are kindly requested to submit application through our website <https://unytold.unyt.edu.al/index.php/job-vacancies-work-with-us> the following;

1. A Letter of Application detailing key Qualifications for this position;
2. Current curriculum vitae in **English language**;
3. Photocopies of credentials and transcripts;
4. And the names, titles, positions, postal and e-mail addresses, phone numbers of at least two professional references

IMPORTANT NOTES:

- **ONLY** complete applications will be considered; all documents must be sent in one message.
- **Only interviewed candidates** will have feedback from the Human Resources office.