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. We are accepting applications to fill the vacancy in administrative position:

RECEPTIONIST

The front desk is the first contact point at UNYT that ensures all the interactions between actual and future students, academic staff, administration, partners, and outside services run as smoothly as possible. The Front Desk/ Receptionist role is to provide administrative support across the organization in an efficient manner in accordance with established practices and procedures.

Responsibilities:

- Provide services and support to Students, Academic & Administrative Staff, Visitors and third parties;
- Effectively and efficiently manage the lobby or greeting area of UNYT while maintaining professional standards;
- Assist, coordinate and provide information to the students and academic staff about class schedules, classrooms, degree program required, advisors, event coordination, official administrative forms;
- Record any data with regard to new enrollment process, professors office hours, student absences and stationary order according to the respective forms;
- Update information in the operative systems or files about student's personal contact data;
- Perform other clerical receptionist duties such as phone calls, coordinating meetings between students and professors, filing, photocopying, organize mail/ deliveries.
- Serve as a liaison point between departments regarding maintenance and security.

Key Qualifications:

- Minimum of one (1) year of office and clerical experience in an academic or institutional environment is preferable;
- Proficiency in office management systems and procedures, MS Office;
- Excellent organizational and customer service orientation skills with the ability to multi-task;
- Excellent coordination and management skills;
- Excellent written and verbal communication skills in Albanian and English language;
- Available to work in shifts.

Deadline for Applications: 30 September 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/#adm-pos / or hr@unyt.edu.al 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 the interviewed** candidates will have feedback from the Human Resources office.