



**AQ Acentor** is the real estate developer of Aquila Group, an independent German asset and investment manager, present in the Spanish market since 2014.

AQ Acentor is currently producing more than 3,000 new homes, of which around 500 will be delivered in 2018. It is developing residential projects in metropolitan areas, mainly in Madrid, Barcelona, Malaga and Valencia.

**Aquila Group**, founded in 2001 and owner-managed, focuses on alternative and sustainable long-term investment solutions in the areas of infrastructure, renewable energy, real estate, forestry and agriculture, as well as investments in financial markets.

Currently over 300 professionals located in ten offices globally implement efficient investment strategies via fund structures and individual mandates.

For our office in Madrid AQ Acentor is seeking a

## **Receptionist (f/m/d), full-time**

For our fast-growing office in Madrid, we are looking for a receptionist, who will be the first point of contact for all visitors in our office and will give support in office management tasks.

### **Key responsibilities**

- Welcome and assist guests, directing them to the appropriate person and meeting room
- Ensure reception area is tidy and presentable
- Answer, screen and forward incoming phone calls and e-mails
- Courier coordination
- Office and Kitchen supply management
- Translations
- Give general administrative support, filing and scanning documents

### **Key requirements**

- Professional attitude and appearance
- Customer service attitude
- Excellent organizational skills
- Multi-tasking and time management skills
- Resourceful and proactive when problems arise
- Solid written and verbal communication skills
- Fluent Spanish and English, desirable German
- Team oriented and able to work in an international environment
- Hard worker with a flexible mind-set and an organized work structure
- Willing to take over more responsibility

### **Your perspective**

As a forward-looking company, the Aquila Group combines focus, foresight, ambition and entrepreneurial responsibility with team spirit and a very high degree of collegiality. This creates synergies that, combined with the talents of our employees, are crucial for the long-term success of our company.

The job advertisement appeals to you and you have the required qualifications?

Then we look forward to receiving your complete application documents through our website.