



CMU

CARIBBEAN MEDICAL UNIVERSITY

Campus: Pater Eeuwensweg 25, Willemstad, Curacao

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Caribbean Medical University is looking for a

Front Desk Receptionist

with the following skills and qualifications:

- Written and verbal communication skills in both English and Dutch (Spanish is Optional)
- Customer Service oriented
- Multitasking and prioritizing
- Dependability
- Familiarity with Microsoft Office
- Problem -solving
- Ability to work under pressure.
- Attention to detail.

Front Desk Receptionist Duties and Responsibilities:

- Meeting and greeting clients.
- Arranging couriers
- Keeping the reception area tidy
- Answering and distributing phone calls to their respective departments
- Maintain and send out daily call sheets to all departments.
- Sorting and distributing posts.
- Maintain calendars for the office.
- File important documents and keep them well organized.
- Perform any other clerical duties necessary to keep the office running.

Please send your resume before April 30th, 2023 at

director@cmumed.org