

Based on Article 160, Paragraph (3) of the Higher Education Act ("Official Gazette of the Republic of North Macedonia", No. 82/18, 154/2019, and 178/2021), and in relation to Article 22, Paragraph (1), Item 1, Article 23, Article 24, Article 25, Article 26, and Article 27 of the Labor Relations Act ("Official Gazette of the Republic of North Macedonia", No. 62/05, 106/08, 161/08, 114/09, 130/09, 50/10, 52/10, 124/10, 47/11, 11/12, 39/12, 13/13, 25/13, 170/13, 187/13, 113/14, 20/15, 33/15, 72/15, 129/15, 27/16, 120/18, and "Official Gazette of the Republic of North Macedonia" No. 110/19), and the Rectorate's decision to announce a public call dated August 19, 2024, the International Balkan University in Skopje announces on August 19, 2024:

**PUBLIC CALL**

for establishing an employment relationship for 1 (one) person

The International Balkan University in Skopje is seeking to hire 1 (one) person for the following position:

**Receptionist for Dental Clinic**

**General Conditions:**

* Short Biography (CV)
* Completed secondary education, preferably in administration, management, or similar fields
* Previous experience as a receptionist or in a similar role will be considered an advantage
* Ability to communicate in English
* Basic computer skills and familiarity with office software

**Specific Conditions:**

* Excellent communication skills and ability to work with clients
* Organizational abilities and capability to manage multiple tasks simultaneously
* Accuracy and attention to detail
* Good knowledge of patient reception procedures and appointment management

**Work Schedule:**

* Working days: Monday-Friday
* Working hours: 40 hours per week
* Working time: from 8:30 AM to 4:30 PM

**Applicants must submit the following documents:**

* Motivation letter
* Complete biography (CV)
* Education certificate (copy)

Documents should be submitted electronically to the following email address: hr@ibu.edu.mk

Documents should be submitted no later than August 30, 2024.

Only shortlisted candidates, upon request from the International Balkan University, will be required to submit a printed version of the above documents. Incomplete applications will not be considered.

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