



Position Title: Receptionist

Global Grade: 6

NII Holdings, Inc.
1875 Explorer Street
Suite 1000
Reston, VA 20910

tel 01 703 390 5100

www.nii.com

Position Description:

- Greets and assists visitors and vendors
- Distributes incoming mail
- Arranges for transportation services when needed
- Route incoming and outgoing calls
- Respond to employee inquiries
- Participates in special projects
- Arrange meetings, order catering as needed
- Keep track of expenses and submit online

Minimum Requirements:

- Excellent communication and interpersonal skills
- Ability to handle issues of a confidential nature
- A self-starter with the ability to work independently
- Resilient and willing to embrace change and process improvements
- Experience with MS Word, Powerpoint and Excel is required