

## Part-time Receptionist

**Our client:**

A leading multinational company active in the FMCG industry

**Role & Responsibilities:**

- Welcoming and announcing visitors
- Preparation of visitor's badges
- Reception and transfer of incoming calls
- Handling of deliveries and mail
- Handling of the reservation of taxis, restaurants, etc.

**Profile:**

- Hospitality management degree or equivalent diploma
- 3-5 years of professional experience as a receptionist in a luxury hotel or a multinational company
- Perfect command of English and French
- Immediately available

**Required skills:**

- Excellent presentation and communication skills
- Keen sense of service and people-orientation
- Team spirit and open-minded attitude

**Contract type:** Temporary

**Rate of activity:** 60% (Monday, Tuesday, Wednesday)

**Starting date:** September 2017

**We guarantee you to handle your application in total confidentiality.**

Consultant responsable du mandat : Rebeca Gonzalez Grivel  
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