

# **PERFORMANCE CONSULTANT SA**

Conseil en ressources humaines

## **Receptionist**

### **Our client:**

A leading multinational company, active in the FMCG industry.

### **Role & Responsibilities:**

- Welcome, register and announce visitors
- Keep the visitors' record up-to-date
- Prepare visitors' badges
- Answer and transfer incoming calls
- Take and deliver messages
- Manage the reception mailbox
- Book and follow-up taxi reservations
- Process taxi vouchers
- Check and sign for deliveries
- Log all deliveries and outgoing mail for pick-up

### **Profile:**

- 3-5 years of professional experience as a receptionist, ideally within a multinational company or in the luxury hotel industry
- Perfect command of English and French
- Very good command of the usual IT tools
- Immediately available

### **Required skills:**

- Excellent presentation and communication skills
- Pleasant and smiling attitude
- Keen sense of service
- Organization and discretion

**Contract type:** Temporary contract

**Rate of activity:** 100%

**Starting date:** Immediately

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

Consultant responsable du mandat : Rebeca Gonzalez Grivel

Ref : RG548329725