

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