

PERFORMANCE CONSULTANT SA

Conseil en ressources humaines

Receptionnist at 60% (4 months)

Our client:

An international company based in Geneva.

Role & Responsibilities:

- Welcome, orient, announce and assist ExCom visitors and internal staff.
- Answer all incoming calls in a timely and polite manner, take and inform accurately about any messages.
- Respond to general inquiries in a proficient manner, whether in person, on the phone or via e-mail.
- Ensure that the reception area is kept tidy and projects a business-like image at all times.
- Organize badges and parking spaces for visitors.

Profile:

- Higher education or college degree, a Hospitality degree would be a plus.
- Work experience in multinational companies with a sound secretarial and organizational skills.
- Fluent in English both spoken and written (at least C1 level) and a good level in French.
- Proficient use of MS Office (Word, Excel, PowerPoint, Outlook).

Required skills:

- Flexible, strong attention to details and very team oriented.
- Excellent relationship, sense of hospitality and very good presentation.

Contract type: Temporary (4 months)

Rate of activity: 60%

Starting date: January 2019

We guarantee you to handle your application in total confidentiality

Consultant responsable du mandat : José Dominguez

Ref : OZ689313335