

## Receptionnist/Chauffeur

### Our client:

A top tier international Asset Manager based in Geneva.

### Role & Responsibilities:

- Answer, screen and transfer switchboard and internal telephone calls
- Manage the utilisation of meeting room management system (Condeco), ensuring meetings are on schedule, rooms are allocated correctly to maximise capacity, and meeting schedules are accurate & up to date at all times
- Manage all operational aspects of Video Conferencing & Audio Visual connections and provide hands on support to internal & external clients as requested
- Ensure all meeting room equipment is operational; liaise with IT service desk & maintenance support for all Ensure that all issues are reported accurately and in a timely manner
- Monitor and control invoices related to clients (shipping, floral decoration, taxis, Unimeals tickets)
- In charge of sending international, postal and express packages as well as their distribution within the company
- Manage newspaper subscriptions for Geneva Management
- Handle expenses and refunds related to business trips, manage the weekly and the monthly checks with the Head of accounting
- Ensure professional and personal trips for the Chairman of the Board and his vehicle's maintenance
- Ensure the update of art inventory and documents available for the Executive Management
- Ensure insurance certificates' follow-up

### Profile:

- **Minimum 5 to 7 years' experience** as a receptionist in the hotel industry or in a company or in company
- Experience as driver for Executive Management
- French & English

**Contract type:** Permanent

**Rate of activity:** 100%

**Starting date:** ASAP

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

Consultant responsable du mandat : Mouhssine Moudrik

Ref : MM1809470407