

Receptionist

Our client:

A multinational company active in the FMCG industry

Role & Responsibilities:

- Welcoming and announcing of visitors
- Preparation of visitors badges
- Reception of incoming calls
- Handling of deliveries and mail
- Management of the office supplies stock
- Reservation of restaurants, taxis, etc.
- Ensuring the Executive Assistant's tasks back-up

Profile:

- Hospitality management degree or equivalent diploma
- 3-5 years of professional experience as a receptionist within a luxury hotel or a multinational company
- Perfect command of English and French
- Very good command of the usual IT tools
- Immediately available

Required skills:

- Excellent presentation and communication skills
- Keen sense of service and people-orientation
- Multi-tasking ability and team-spirit
- Open-minded and can-do attitude

Contract type: Temporary

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 : RG1745486158