

Part-time Receptionist

Our client:

A leading multinational company active in the FMCG industry

Role & Responsibilities:

- Welcoming and announcing visitors
- Preparation of visitor's badges
- Reception and transfer of incoming calls
- Handling of deliveries and mail
- Handling of the reservation of taxis, restaurants, etc.

Profile:

- Hospitality management degree or equivalent diploma
- 3-5 years of professional experience as a receptionist in a luxury hotel or a multinational company
- Perfect command of English and French
- Immediately available

Required skills:

- Excellent presentation and communication skills
- Keen sense of service and people-orientation
- Team spirit and open-minded attitude

Contract type: Temporary

Rate of activity: 60% (Monday, Tuesday, Wednesday)

Starting date: September 2017

We guarantee you to handle your application in total confidentiality.

Consultant responsable du mandat : Rebeca Gonzalez Grivel
Ref : RG49915974