

# **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