



For our client, a multicultural trading company in Zug, we are looking for a flexible and open minded

Receptionist 60_80

Responsibilities:

- Welcome visitors, inform their hosts and show them the place to meet. Offer beverages
- Schedule meeting rooms upon requests
- Answer the phone, route the calls or take messages
- Manage incoming-/outgoing mail and courier services
- Provide ad hoc support for company travel
- Back-up desk coverage in absence of your colleagues
- Administrative tasks to support the HR department

Job qualification:

- Commercial apprenticeship or similar. Knowledge of Microsoft Office tools is a must (Excel, Word, Powerpoint)
- Fluency in English and German spoken as well as written
- 3 years experience in a similar position within international companies

Your personal qualities:

- Exceptional customer service skills and good communicator in both English as well as German (English mother tongue, German fluent)
- Highly motivated, detail-oriented team player with a self-driven personality and showing initiative
- Comfortable in multitasking, excited to tackle new challenges and eager to take on new responsibilities
- Comfortable working in a fast pace and multi cultural environment

An exciting field of activity in a dynamic and successful company awaits you.

Please send your complete documents by email to: Monika Zanella, MZ Personalberatung, Poststrasse 24, 6302 Zug, info@mz-personal.ch, www.mz-personal.ch

MZ Personalberatung, Poststrasse, 24, 6302 Zug

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