

# **JOB DESCRIPTION/ANNOUNCEMENT**

## **Receptionist & Floating Administrative Assistant**

*We are looking for a Junior Receptionist & Floating Administrative Assistant to manage our front desk on a daily basis, perform a variety of administrative tasks, and facilitate the smooth operation of office functions*

### **MAIN DUTIES:**

#### **As a Receptionist & first point of contact for the Association:**

- Coverage of reception area & floor
- Welcome members & visitors by greeting, welcoming, directing and announcing them appropriately;
- Coordinate front-desk activities mainly: answer incoming telephone calls, assist callers;
- Provide accurate information, take messages, provide information, and direct calls to staff members.
- Receive, sort and distribute daily mail/deliveries;
- Assist staff with outgoing mail prep, and various requests;
- Ensure reception area is tidy and presentable, with all necessary stationery and material;
- Order office supplies and keep inventory of stock.

#### **As a Floating Administrative Assistant:**

- Provide secretarial and administrative support by assisting colleagues with a wide variety of daily administrative needs including but not limited to filing, photocopying, collating, etc;
- Maintain and update collective calendar and schedules related to meetings and appointments;
- Maintain meetings rooms, setup for meetings and video/phone conferences;
- Place food/catering orders and catering/meal set-up;
- Assist with all office supply needs and maintenance of office vendor relationships;
- Perform other administrative duties such as.

### **EXPECTED SKILLS & COMPETENCIES:**

- Excellent knowledge of the English language is essential with a good knowledge of French or Dutch;
- High school degree; additional certification is a plus;
- Proven 1<sup>st</sup> work experience as a Receptionist, Front Office Representative or similar role;

- Good computer skills;
- Professional attitude and appearance;
- Solid verbal communication skills;
- Ability to be resourceful and proactive when issues arise;
- Excellent organizational skills;
- Multitasking and time-management skills, with the ability to prioritize tasks;
- A customer-oriented approach **is essential**;

#### **WHAT WE OFFER:**

- ✚ A job opportunity in a multicultural working environment with widely varying contacts;
- ✚ An open-ended contract / full time basis;
- ✚ Attractive extra-legal benefits.

#### **HOW TO APPLY:**

- ✚ Interested candidates are asked to send their CV and motivation letter in English in electronic format to [jobs@cosmeticseurope.eu](mailto:jobs@cosmeticseurope.eu) before 24/08/2018.
- ✚ Only short-listed candidates will be contacted.
- ✚ Shortlisted candidates may be asked to prove their background, qualifications, skills and experiences by providing relevant documents.