



GAZPROMBANK
(SWITZERLAND) LTD

Receptionist / Business Administration Assistant **(100%,m/f)**

Job summary

The position's primary responsibility is to manage the Reception desk of the Bank and to provide administrative support across the Bank. As the first point of contact for the Bank, the Receptionist / Business Administration Assistant handles the flow of people through the business and ensure that all administration tasks are completed accurately and delivered with high quality and in a timely manner. The position reports to the Head of the Business Administration unit.

Main Tasks:

- Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries
- Directs visitors by maintaining employee and department directories
- Maintains security by following procedures
- Monitors logbook
- Issues visitor badges
- Maintains safe reception area by complying with procedures, rules, and regulations
- Operates a switchboard to route incoming calls and place outgoing calls
- Provides assistance with meetings preparation
- Keep the reception area and meeting rooms tidy and clean
- Perform back up tasks within the Business Administration team i.e. flights booking, hotel reservation, issuance of visa supports and organization of business trips
- Receipt and distribution of courier deliveries and incoming post (DHL, UPS, TNT, FedEx, Post, etc.)
- Registration of incoming courier deliveries and incoming post into the incoming mail list
- Send out all courier mails, register them into the outgoing courier list
- Maintain appointment diary electronically (room reservations)
- Keep automatic answering tape up to date

Required Experience / Skills / Qualification

- Swiss / EU passport or valid Swiss work permit
- Min 3 years of reception / business administration experience acquired within banks and/or financial institutions in Switzerland
- Professional appearance
- Flexible, team player
- Seeks responsibility and feels comfortable in a dynamic environment
- Service minded personality
- Ability to be resourceful and proactive in dealing with issues that may arise
- Ability to organize, multitask, prioritize and work under pressure
- Very good IT-skills (MS Office)
- Solid communication skills both written and verbal in English & German are mandatory; (Russian is an asset)

We are looking forward to receiving your complete application.

Please send it to Ms. Severine Boulard HR@gazprombank.ch with remark "Receptionist".