4483 7088 Receptionist (m/f/d) - in the real estate sector - Attractive salary package | Modern office in the heart of Frankfurt  
  
company profile  
My client, an international asset and property manager, is looking for a receptionist (m/f/d) for the Frankfurt am Main location. The entry into this position is planned via temporary employment, but offers long-term opportunities for you. Enter the exciting world of real estate in the heart of the cosmopolitan city of Frankfurt.  
  
area of ​​responsibility  
  
- Receiving and attending to visitors and customers  
-Management of the switchboard  
- Processing of incoming and outgoing mail  
-Issue and management of office supplies  
- Coordination of conference rooms  
- Takeover of special tasks  
  
requirement profile  
  
-Completed commercial training or comparable. Training in the hotel industry is also welcome  
-First experiences in the reception area  
- Business fluent knowledge of German and good knowledge of English  
-Proficient use of MS Office applications  
-Service orientation and communication skills  
- A self-motivated and independent way of working  
  
Compensation Package  
  
-Attractive salary package  
-Exciting work environment and employment in an international company  
-Modern office in the heart of Frankfurt  
-various corporate benefits  
-Quick entry opportunities and support in the application process Hotel specialist None 2023-03-07 15:59:44.773000