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Machinery, Trading and
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Swiss Center Shanghai
SCS Machinery, Trading and Business Center

职位：前台助理

Job offer: Receptionist

工作地点：上海外高桥自贸区，富特东三路 526 号

Location: Shanghai, Shanghai (Pilot Free Trade Zone), Waigaoqiao, Fute East Road n° 526.

关于我们

作为亚洲最大的瑞士中小企业(SME)群，瑞士中心成立于 2000 年，是一家旨在促进中瑞贸易和科技传播的国际非营利性组织，帮助瑞士企业开拓中国市场，并提供贸易，税务，公共关系和政府关系等方面的支持。位于上海外高桥的 4000sqm 总部包含了办公区，展览区和生产仓库。16 年来，瑞士中心成功帮助超过 300 家中小型企业实现了在中国的发展。

About us:

The Swiss Center Shanghai (SCS) named as SCS Machinery, Trading and Business Center is the Headquarter of the Swiss Centers China (SCC). Located in the Shanghai Pilot Free Trade Zone it covers 4000sqm facilities with office, showroom and bonded – non bounded warehouse space. SCC supports Swiss companies to enter into the Chinese market with providing them concrete solution and network. The Swiss Centers China was found in 2000 and is today one of the biggest cluster of Swiss companies in Asia with office in Shanghai, Tianjin and Beijing and has supported over 300SMEs for the last 16 years.

工作内容描述

Receptionist / Job description

- ✓ 迎接来宾，答应电话，回复和转接问询
- ✓ 维护员工和部门信息索引
- ✓ 监控人员进出，保证办公室人物安全，收发来访者证件
- ✓ 管理信件，安排快递收发
- ✓ 会议和活动预定
- ✓ 负责前台区域的整洁有序

Welcomes visitors by greeting them, in person or on the telephone; answering or referring inquiries. Directs visitors by maintaining employee and department directories; giving instructions. Maintains security by following procedures; monitoring visitors flow; issuing visitor badges.

- ✓ Meeting and greeting clients
- ✓ Booking meetings
- ✓ Arranging couriers
- ✓ Keeping the reception area tidy

THE SWISS CHINA GATEWAY
SINCE 2000



- ✓ Answering and forwarding phone calls
- ✓ Screening phone calls
- ✓ Sorting and distributing post

应聘者要求

- ✓ 中文为母语
- ✓ 掌握初级英语应用
- ✓ 有很强的条理性和独立工作能力
- ✓ 友好亲和，待人礼貌
- ✓ 工作有效率
- ✓ 能友好有效地处理人际关系
- ✓ 自发工作性强
- ✓ 有做服务的意识和态度
- ✓ 可靠，诚恳，责任心强

Candidate profile:

- ✓ Native Chinese
- ✓ Very well organized and independent
- ✓ Friendly and polite
- ✓ Efficient
- ✓ Able to deal with difficult clients/customer
- ✓ Self-motivated
- ✓ Basic knowledge of English
- ✓ Service oriented
- ✓ Reliable, responsible, loyal, honest and straightforward