



STONEWEG

WE ARE HIRING

We are looking for a **Multilingual Receptionist** based in **Geneva**.

Mission and Objectives

We are seeking a highly organized and professional Receptionist with Hospitality experience to join our team. The ideal candidate will be responsible for managing front desk operations, coordinating travel arrangements for employees, handling expenses reports, and maintain organized reception and office areas. This role requires excellent communication skills, attention to detail and multitasking abilities.

Your role

Front desk Management:

- Deliver exceptional client service to ensure that clients and visitors feel welcomed and catered to during their visit.
- Answer and direct incoming calls to the appropriate department or individual.
- Ensure that both the reception and office areas are consistently maintained with high standards of cleanliness and organization.
- Manage incoming and outgoing mail and packages.
- Schedule and coordinate appointments and meetings.

Multilingual Communication:

- Utilize fluency in at least two languages to assist clients and visitors as needed.
- Act as a liaison between clients and company personnel.

IT Support:

- Deliver fundamental IT support by addressing hardware and software issues that may arise in meeting rooms, encompassing effective troubleshooting.
- Assist employees with technical problems, such as login issues and basic software queries.
- Escalate complex IT issues to the IT department as needed.

Travel Arrangements:

- Coordinate and book travel arrangements for Directors , including flights, accommodations, and transportation.
- Ensure travel plans align with company policies and cost-effectiveness.
- Provide detailed itineraries and travel information to Directors.

Expenses Reports:

- Collect and review expense reports from Directors.
- Verify receipts and ensure expenses comply with company policies.
- Prepare and process expense reports for reimbursement.



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Administrative Tasks:

- Assist with administrative tasks, such as data entry, filing, and document management.
- Maintain an inventory of office supplies and reorder when necessary.
- Handle occasional clerical tasks for various departments.

Your profile

- High school diploma or equivalent; additional education or Hospitality Diploma is a plus.
- Proficient in MS Office (Word, Excel, PowerPoint, Outlook).
- Excellent writing skills in English and French with very good communication and presentation skills. Some fluency in Spanish is a plus.
- Proven experience as a receptionist or in a customer-facing role.
- Basic IT skills, including familiarity with common software and hardware.
- Excellent communication and interpersonal skills.
- Strong organizational and time-management abilities.
- Ability to remain calm and professional under pressure.
- Detail-oriented with a strong focus on customer service.
- Dynamic, proactive, able to create and foster a good working climate within the team.
- Independently handle complex issues with minimal supervision.

Start ASAP (Flexible)

Working hours Full time

The Company

Stoneweg is a real estate investment adviser and asset manager established in 2015 and headquartered in Geneva, Switzerland. The firm leverages in-house local operational teams in Switzerland, the United States, Spain, Italy, Andorra and Ireland to source, develop and manage real estate investments.

To Apply

Send your resume to jobs@stoneweg.com