

# Looking for an exciting student job this summer ?

SIMONT | BRAUN



## RECEPTIONIST

Simont Braun is a leading law firm specialising in corporate law, located on Avenue Louise in 1050 Brussels, with a team of around 70 people.

Are you looking for an exciting summer job in a warm environment? Then you might be the person we are looking for. Our receptionist makes every welcome a warm one. Always with a smile and enthusiasm.

## THE JOB

As a **receptionist**, you will be the business card of our office. You will be responsible for numerous administrative tasks and the smooth running of the reception desk.

### Your duties will include :

- Welcoming visitors in a professional manner
- Managing incoming calls
- Managing incoming and outgoing mail
- Maintenance and preparation of meeting rooms - customer services (catering - stock management and orders - IT)
- Handling of deliveries
- Accurately maintain the reception book

## YOUR PROFILE

As the business card of our company, you have the following profile:

- You have a groomed appearance
- You are service-oriented, proactive and communicative
- You can express yourself fluently in French, Dutch and English
- You have sufficient knowledge of MS Office
- You work meticulously and organised
- You are motivated

## WHY JOIN OUR TEAM?

Stimulating work environment

Atmosphere of creativity & excellence

Pleasant, dynamic & cohesive team

Strong investment of our firm in your professional & personal development

Healthy work-life balance.

## OUR OFFER

CDD for August 2023 (1 month)

5 days/week from 8h30 to 13h

## APPLY NOW!

Email your CV & and cover letter to **Florence De Brier**

[fdb@simontbraun.eu](mailto:fdb@simontbraun.eu)

[www.simontbraun.eu](http://www.simontbraun.eu)

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