



**Cefic**, the *European Chemical Industry Council*, is both the forum and voice of the European chemical industry. It aims to maintain and develop a prosperous chemical industry in Europe by promoting the best possible economic, social and environmental conditions to bring benefits to society.

**Cefic** is located in Auderghem and employs more than 160 people.

Cefic is currently recruiting a:

## **RECEPTIONIST (F/M)**

### **Responsibilities**

- Receives, welcomes, registers and refers visitors to the relevant individual or department
- Dispatches the incoming phone calls and transfers call or takes messages
- Ensures a proper registration of the meeting rooms and business restaurant reservations
- Administers routine parking and taxi arrangement
- Receives and acknowledges registered mails and small office deliveries
- Assists the Office Manager with the safety and security procedures and their implementation
- May perform some administrative tasks.

### **Requirements**

- Minimum secondary education
- Good communication aptitude and skills
- Knowledge of English, French and/or Dutch
- Excellent knowledge of MS Office
- Good organizational skills
- Flexibility and customer service orientation
- Prior experience as receptionist, customer service agent or similar functions.

### **Are you interested?**

Please send your application with full curriculum vitae **before Friday, May 12, 2017** to: Cefic, Gert Roelandt, Human Resources Manager, Avenue E. van Nieuwenhuyse 4, B – 1160 Brussels  
E-mail: [gro@cefic.be](mailto:gro@cefic.be)