



## ADMINISTRATION OFFICER & RECEPTIONIST

As Advanzia's Administration Officer & Receptionist, you will be the first point of contact for our visitors, helping create a welcoming, organised and smoothly run reception area. In addition, you will provide essential administrative support across several functions, facilitating communication and collaboration.

If you are open, friendly and approachable, with a keen eye for detail, excellent communication skills, and a can-do attitude, we'd love to hear from you!

This opportunity is a full-time CDI contract.

### ABOUT THE JOB | Your responsibilities

- **Welcome** visitors in a friendly, professional and kind manner
- Efficiently handle incoming and outgoing **communication** such as emails, phone calls and post
- Coordinate **internal meetings**: invite management, meeting room booking, catering, etc.
- Manage **office supplies**, ensuring our inventory is stocked and reordered
- Support the Emerald **facility management** with the coordination of
  - external suppliers and service providers for cleaning, building maintenance, etc.
  - incoming employee queries on building-related issues
- Support **Human Resources** with administrative tasks such as applicant management and absence registration
- Support the **event organisation** and coordinate logistics, including venue booking, catering, etc.
- Book employee **travel** arrangements
- Provide **administrative and secretarial support** to the executive management team

### ABOUT YOU | Your background, skills and personality

- **Proven experience** in office management, as a receptionist, or in administrative support
- Proficiency in **MS Office** (Outlook, Word, Excel, PowerPoint)
- **Discretion** and **professionalism** in handling confidential information
- Strong **communication skills**, both written and verbal, with internal and external stakeholders
- Fluency in **English** with good conversational skills in **French** and **German**
- A **team player** who thrives in a flat hierarchy and who is keen to contribute to the collective success of the team
- **Adaptability** and **flexibility** to navigate a dynamic and ever-changing environment
- **Accountability** and **integrity**, taking ownership and acting with integrity and transparency at all levels



## **ABOUT ADVANZIA** | **The European digital bank**

*Avanzia Bank's **mission** is to make finance easier and more inclusive by offering simple, smart and user-friendly payment and credit solutions that provide financial flexibility and deliver added value for our customers. Our way of working is guided by responsible lending, open communication and teamwork in cooperation with employees, business partners and customers.*

At Avanzia, we are committed to equal opportunities and embrace diversity as a driving force behind our success. We offer challenging projects in a dynamic, fast-paced environment, along with numerous opportunities for training and development, and a performance-driven bonus structure. Our benefits package includes Pluxee lunch vouchers, employee travel insurance, preferential rates on Avanzia products, as well as transportation and wellness allowances. Our zero-carbon Emerald building is designed to support employee health and wellbeing with various health programmes, access to our gym and after-work sports & social events available to all members of **#TeamAvanzia**.