

Receptionist

Location	Geneva
Start date	Immediate
Activity rate	100%
Reporting line	Head of Facility Management

About BCP

Established in 1963 as a Swiss Bank, BCP segments its activities into two well-established core businesses: Commodity Trade Finance and Wealth Management. These are reinforced by our expert Treasury services. BCP enjoys a solid reputation as a high-quality service provider in all of its banking fields. Founded under Swiss Banking Law and Regulations, BCP is supervised by FINMA, the Swiss financial markets supervisory authority. Headquartered in Geneva, BCP also operates branches in Luxembourg and in Dubai. More information can be found at <https://www.bcp.bank/en>

About the role

The Receptionist is responsible for the daily running of the Bank's reception and client areas, ensuring a secure, professional and welcoming environment as a first point of contact for visitors, employees and suppliers. Beyond the full scope of reception duties, he's also responsible for supporting selected physical security activities and coordinating catering and hospitality services.

Key responsibilities

- Great and welcome visitors maintaining consistently high standards of professionalism and discretion.
- Manage incoming calls and in-person inquiries, and direct them promptly and appropriately.
- Coordinate meeting room scheduling and ensure that reception and meeting areas are tidy, well-prepared and properly maintained at all times.
- Register visitors and manage access badges distribution.
- Act as a member of the Bank's security team: monitor building access, respond appropriately, operate alarm systems, apply emergency procedures, and ensure compliance with physical security requirements for visitors and employees.
- Organize catering services and meeting rooms preparation for client visits, training sessions and corporate events, including liaison with suppliers, from order placement through delivery.
- Handle DHL and incoming mail deliveries, manage DHL accounts and support employees on internal mail.
- Place and control orders for office supplies, e.g. newspapers, visit cards and Bank's stamps.
- Support the team with administrative and project-based tasks as needed.
- Reception opening hours: 8.00 am to 6.00 pm

Your profile

- Hospitality or commercial diploma
- Proven experience in a reception or front-desk role
- Impeccable personal presentation
- Familiar with physical security and access control procedures, including emergency response
- Proven experience in catering coordination and hospitality services
- Comfortable handling formal interactions with ease.
- Caring, attentive and discreet, with strong interpersonal and communication skills.
- Highly organised and reliable, with the ability to manage multiple tasks simultaneously while keeping composure.
- Team-minded and proactive, with a genuine service orientation.
- Proficient with standard IT tools: Outlook, Excel, Word.



- Fluent in French and English; a third language is an advantage.
- **Swiss residency mandatory**

What we offer

- A dynamic and multicultural work environment.
- An inclusive culture where empowerment and creativity are encouraged.
- A competitive compensation package.

Application process

Please submit your résumé via [Jobup](#), including your **cover letter, resume, work certificates, and diplomas**.

Response timeframe

If you do not receive a response from us within **three weeks**, please consider that your application was not selected for this position. We appreciate your understanding.

Privacy notice

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