

RECEPTIONIST

📍 Location: Geneva | Start date: Immediate | Activity rate: 100%

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 a branch in Luxembourg and a representative office in Dubai DIFC. More information can be found at <https://www.bcp.bank/en>

About the role

As part of the Facility Management team, the Receptionist oversees the daily running of Bank's reception and clients' area through a wide range of tasks, ensuring a secure, professional and welcoming environment. The Receptionist will serve as the first point of contact for our guests, greeting office visitors, answering phone and email inquiries, and providing assistance to the Facility Management team in administrative, security, mailing and travel related tasks. The reception service must be staffed from 8am to 6pm, requiring coordination within a team of two people.

Key responsibilities

- ▶ Greet and welcome clients and visitors with professionalism and courtesy.
- ▶ Answer and route incoming phone calls in a polite and prompt manner.
- ▶ Direct visitors to appropriate staff members and meeting rooms.
- ▶ Offer and serve refreshments to visitors.
- ▶ Assist visitors with general inquiries, such as directions, taxi reservations, meeting logistics.
- ▶ Manage and coordinate meeting rooms occupancy and ensure the reception area and the rooms are tidy and properly prepared and maintained.
- ▶ Handle incoming DHL and other mails deliveries.
- ▶ Manage access to Intraship (DHL) and provide support to the users.
- ▶ Be member of the Bank's security team.
- ▶ Perform small-scale security tasks, including monitoring access to the Bank, managing alarm systems, visitors logs, access badges and ensuring compliance with security and emergency protocols.
- ▶ Assist with various hospitality tasks, including catering, arrangement of internal lunches or cocktails.
- ▶ Act as a back-up for the travel bookings and accommodation arrangements for a large population, liaising with travel agencies and staff members.
- ▶ Act as back-up for the incoming and outgoing mail services.
- ▶ Support the team with project-based work as needed.

Your profile

- ▶ Commercial diploma, Hospitality background, or equivalent.
- ▶ Proven experience in a similar position, with strong grounding in client and front-desk services.
- ▶ Comfortable with basic security responsibilities and emergency procedures.
- ▶ Experience organizing international travel logistics.
- ▶ Strong customer service skills.
- ▶ Fluent in French and English.
- ▶ Excellent communication and interpersonal skills.
- ▶ Discretion and professionalism when handling sensitive information.
- ▶ Advanced organizational, attention to detail, and multitasking abilities.
- ▶ Responsive, reliable, punctual, flexible.
- ▶ Service oriented and positive attitude.
- ▶ Proactive, resourceful and energetic.
- ▶ Excellent personal presentation, composed demeanour.
- ▶ Team-oriented mindset with mutual support and cooperative spirit, yet capable of working independently.
- ▶ Competency with IT tools relevant to reception including Outlook, Excel and Word.



What we offer

- ✧ A dynamic and multicultural work environment.
- ✧ An inclusive culture where empowerment and creativity are encouraged.
- ✧ A competitive compensation package.
- ✧ Work from home (one day per week).

✉ Application process

Please submit your complete application file, including your **cover letter, CV, 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

Learn more about BCP Geneva's Privacy Notice: [Legal information](#) | [Banque de Commerce et de Placements \(bcp.Bank\)](#)