



is hiring students

“Reception officer”

Are you a student (18 years or over)?

Can you work in English, French and Dutch?

Are you overflowing with positive energy and able to pass it on to clients and visitors?

Are you proactive and customer friendly?

Do you have a good knowledge of Microsoft Office?

Do you have an interest in sustainable development or social change?

Then you are our ideal futur student “Reception Officer” !

Main Tasks

- **Welcoming**
 - o Visitors, meeting rooms users
- **Post**
 - o Incoming and outgoing mail and deliveries management
- **Phone**
 - o Phone calls : answering or forwarding
- **Communication**
 - o Contacts and communication with the tenant organizations and meeting rooms users
- **Meeting rooms**
 - o Management of the meeting rooms bookings
 - o Administrative follow-up
 - o Support to the meeting rooms users
- **Management of a simple database**
- **Management of the building’s access system**
 - o Keys and badges to the tenants
- **Management of the tenants’ requests**
 - o Answering requests for information
 - o Dispatching the tenants’ requests based on their emergency degree and team assignments

Contract details

Working Hours: **Periods of a few hours during the day or evening, weekends, public holidays or week, to be specified according to needs, variable**

Location: **Mundo-b, Rue d'Edimbourg 26, 1050 Ixelles
or Mundo-j, Rue de l'industrie 10, 1000 Bruxelles
or Mundo-Madou, Avenue des arts 7-8, 1210 Saint-Josse-ten-Noode**

Salary: **11,1€/hour**

How to apply

Send your cover letter and CV by e-mail to catherine@mundo-lab.org

More info about Mundo-b? <https://mundo-b.org>