



Receptionist Substitute

Position Summary:

Receptionist Substitute

Responsibilities:

- Serve visitors by greeting, welcoming, and directing them appropriately
- Notify ISH personnel of visitor arrival
- Monitor logbook and issuing visitor passes
- Take and relay messages, e.g. telephone, email, fax etc.
- Provide general administrative, clerical support, and assist in travel arrangements
- Receive and sort emails and deliveries

Qualifications:

High affinity towards new media, e.g. telephone, email, fax etc., fluency in German and English (both written and spoken), Microsoft Office skills.

Terms of Employment:

On a daily or hourly basis at call by arrangement
12,-- EUR per hour

Please send a letter of interest with a current CV to career@ishamburg.org, by Monday, February 6, 2017.

Hamburg, 20 January 2017