



**Beau Soleil**  
Collège Alpin International

# Receptionist

Job Description

Revised November 2020

## Purpose

The receptionist is the first person who welcome the guest and is the first image of Beau Soleil when they arrive. She/he will also help with administrative work of the Admissions..

## Location

Collège Alpin Beau Soleil in Villars-sur-Ollon

## Reports To

The role reports to the PA.

## Key Responsibilities

### Reception

- Answers phone calls and email from [administration@beausoleil.ch](mailto:administration@beausoleil.ch)
- Welcome parents & Guests
- Answer to different requests from staff per phone or email
- Manage the petty cash from the reception
- Short and distribution of mail
- Print of documents
- Send post mail
- Work during arrival of students and for special events

### Admissions

- Prepare the documents for the visa request, send to the families and follow up
- Manage the request of students' residence permits

### Travel

- Help the transport department for the visa request

## Education and Professional Qualifications

- High school diploma with administrative or tourism diploma
- Fluent in French & English (speaking, reading and writing)
- Other languages are a benefit
- Good IT Skills (MS Office)

## Experience

- Experience as Receptionist and Administrative work
- Experience of a school environment is a plus but not essential

## Person Specification

- Excellent communication skills, written and oral
- Excellent presentation and smiling person

- Reliability and attention to detail
- Ability to organize time and priorities
- Speed and stress resistant
- Fluent in French & English (speaking, reading and writing)
- Other languages are a benefit
- Flexible and Adaptive
- Energy and Enthusiasm

## Safeguarding and Right to Work

- Compliance with visa requirements for working in Switzerland
- A commitment to safeguarding and promoting the welfare of all pupils, and the willingness to undertake appropriate child protection training when required