

<b>Job Posting No.</b>	020708	<b>Date Posted</b>	08/11/2007	<b>Location</b>	Barcelona
<b>Position Title</b>	Receptionist				
<b>Division</b>	Human Resources Department				
<b>Full / Part-time</b>	Full-time				
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Answer internal and external phone calls in English, Spanish and Catalan</li> <li>• Attend to visitors</li> <li>• Send e-mails with messages left by callers and visitors</li> <li>• Find information on the Internet</li> <li>• Classify daily newspapers</li> </ul>				
<b>Required education &amp; experience</b>	<ul style="list-style-type: none"> <li>• Baccalaureate, A-levels or university entrance exam</li> <li>• Secretarial studies preferred</li> <li>• English to Advanced level, written and spoken</li> <li>• User-level knowledge of office software, especially Word and Outlook</li> <li>• Two years experience in similar posts</li> </ul>				
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to deliver written and oral summaries</li> <li>• Hard-working</li> <li>• Good team worker</li> <li>• Discreet</li> <li>• Ability to stay in control at peak times (60-line switchboard)</li> <li>• Spirit of service and attention to detail</li> </ul>				
<b>Contact person</b>	Guillermo de Prat TEL. +34 932 534 200 <a href="mailto:gdeprat@iese.edu">gdeprat@iese.edu</a>				