



RECEPTIONIST

YOUR FUNCTION

- Reception services for our guests and visitors.
- Answering and distribution of incoming calls.
- Organization of accommodation, flight tickets and visa for our guests as well as for your colleagues.
- Daily care about professional look of our reception area and our meeting rooms.
- Administrative & marketing support of our sales organization.
- Various other administrative tasks.

YOUR PROFILE

- Secondary school.
- Fluent in English (minimum B2 level).
- Good knowledge of MS Word & Office.
- Driving license B (active driver).
- Knowledge or experience in marketing will be considered as strong advantage.

VYNCKE is a dynamic, family owned company that, since the start in 1912, has grown to a global player in the sector of clean energy technology : more precisely the development and construction of customized waste to energy installations.

Worldwide more than 300 Vynckeneers, as we call our employees, are stationed in our offices in Brazil, Belgium, Germany, Czech Republic, India, China, Thailand and Malaysia.

Thanks to more than 4.000 satisfied customers all over the world, a well-lined order book and the loyal commitment of the enthusiastic Vynckeneers we maintain a stable position in the market. This allows us to offer excellent job security.

Are you a real team player, do you enjoy own responsibility and taking initiative, do you have an open international mentality and are you willing to travel? Then probably you could be one of the new Vynckeneers!

**JOIN OUR FAMILY
IN CZECH REPUBLIC!**

Send your cv to :
recruitmentvof@vyncke.com