

## Receptionist

### Job Location

12 Rue du Faubourg Saint-Honoré, 75008, Paris, Île-de-France, France

Remote work from: FR

**Base Salary**  
USD 2200 - USD 3000

### Qualifications

High School Diploma or Equivalent (Baccalauréat)

### Employment Type

Full-time

### Experience

Entry-Level or 1-2 Years Administrative Experience

### Skills

Exceptional verbal/written communication, Proficiency in Microsoft Office Suite, Organizational skills, Time management, Professional demeanor, Customer service orientation, Multitasking ability, Problem-solving skills, Attention to detail, Fluent in English (French a significant plus).

### Responsibilities

Greet and welcome visitors, Manage multi-line phone system, Handle mail and deliveries, Maintain organized reception area, Schedule appointments and meetings, Provide administrative support, Monitor office supplies, Assist with data entry and filing.

### Description

GlobalConnect Administration Services is seeking a highly organized, professional, and friendly **Receptionist** to be the first point of contact at our prestigious Paris office. This role is ideal for dedicated individuals who are just beginning their career or have a few years of administrative experience and are looking to join a dynamic, international team in the beautiful country of **France**.

As the face of our company, the Receptionist plays a crucial role in creating a positive and welcoming first impression for all clients, visitors, and internal staff. You will be responsible for ensuring the front office operates smoothly and efficiently, combining exceptional customer service with vital administrative support. This position is based in **France**, and all candidates must be prepared to live and work legally within the country.

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### Hiring organization

GlobalConnect Administration Services

### Date posted

November 1, 2025

### Valid through

07.03.2026

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**Key Responsibilities Include (in line with above):**

- **Greet and welcome visitors** with a warm, professional, and courteous attitude, directing them to the appropriate personnel or office location promptly.
- **Manage multi-line phone system** by answering, screening, and forwarding incoming calls and taking accurate messages as necessary.
- **Handle mail and deliveries**, including receiving, sorting, and distributing daily correspondence and packages efficiently.
- **Maintain organized reception area**, ensuring the front desk and common areas are tidy, presentable, and well-stocked with necessary materials.
- **Schedule appointments and meetings** for various departments and update calendars using digital scheduling tools.
- **Provide administrative support** to team members, including tasks such as photocopying, document filing, and transcribing.
- **Monitor office supplies** inventory, placing orders and restocking items as needed in collaboration with the operations team.
- **Assist with data entry and filing** to ensure all visitor logs and records are accurate and up-to-date, maintaining strict confidentiality.

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