

Officient testaccount – Receptionist

BOEK BV is looking for:

An enthusiastic colleague at MBO level who has work experience in a similar position. Are you a strong and decisive person with a pleasant telephone voice, then we at BOEK BV have a nice job for you. We are looking for a stress-resistant telephone operator with good communication skills for our office in Amsterdam.

This is what you are going to do:

As a Telephonist / Receptionist you are the calling card of our company. You take care of the first contact with our customers and refer customers to the right colleague. You also support colleagues with light administrative work. Together with your colleagues you ensure maximum customer satisfaction and customer service.

Your work environment:

Our office in Amsterdam consists of 10 employees. There is an informal atmosphere where colleagues work in close teams. The office is easily accessible by both car and public transport.

Are you...

... An enthusiastic and energetic person with an education at MBO level. Do you have good communication skills and do you have the passion to talk to customers as optimally as possible, then we would like to invite you to apply.

- What do we offer you?
- an appointment with the prospect of a permanent contract
- work in a friendly team
- salary in accordance with job grade 6
- a 32-hour working week
- a generous training budget

<https://example.org>