



Kingdom of the Netherlands

(Part-time) Receptionist / Telephonist

Consulate General of the Kingdom of the Netherlands, Guangzhou P.R. China

(20 hours per week)

The vacancy is for a (Part-time) Receptionist / Telephonist in the Consulate General in Guangzhou, 20 hours per week (Mornings: 8:30-12:30).

Main Duties:

1. Reception / access (security)

- Reception of visitors and referring them to corresponding section / officer;
- Checking antecedents of visitor, announcing visitor and providing access to secured areas of Consulate;
- Receive packages and goods and announce reception to addressee;
- Provide, upon request, general information to visitors;
- Assess urgency and importance of incoming correspondence and deal with this according to own initiative and opinion;
- Point out irregularities and undertake direct action / inform management of CG
- Liaison officer with Teem Tower management concerning office related issues (maintenance / security);
- Purchase of stationary after authorization by Head of Internal Affairs and reception of this order.
- Printing of namecard, invitation and brochure etc.
- Hotel and flight bookings
- Input of outlook contact database
- Website editing

2. Telephone / Switch board

- Receive incoming calls and transfer calls correspondingly;
- Make calls upon request and establish connection;
- Proper management of switch board, keeping information updated, and correct message for customers outside office hours;
- Provide accurate information to callers.

Key Requirements:

- Middle professional work- and think level (MBO);
- Some relevant experience is required;
- Knowledge of English language;

- Knowledge of internal administrative and procedural regulations for the area of expertise;
- Knowledge of applicable legislation, internal clerical procedures, work instructions and formal rules on competence and procedures, as well as the organization's duties, structure and way of working;
- Practical knowledge concerning the application possibilities of the available tools; social and communication skills in contact with clients.

Key Competencies:

- Client orientation
- Ability to communicate orally
- Ability to work with others
- Integrity

Working environment:

The CG is a small organization with 18 employees, 3 expats with Dutch nationality and 15 local staff (Dutch and Chinese). The Consul General is Integral Manager and Head of the Economic Department. The Head of Internal Affairs manages the General Affairs and Consular Affairs Department. The work climate is good and open, and work pressure is high. There is a good team-spirit. The organizational structure is horizontal, and there are frequent meetings at working level in all different departments.

Conditions of employment:

- Person should exclusively have the Chinese nationality;
- The employee will be employed through the Service Office of Foreign Establishment of Guangdong Government, who will be the formal employer;
- It concerns a job for 20 hours a week.

Information:

If you would like more information regarding the content of this position please contact Mr Pieter Vooren, Head of Internal Affairs, telephone: 020-38132200

Selection procedure:

The selection procedure consists of an interview.

Please send your motivation letter and resume in English by 30 April 2013 to GNZ-AZ@minbuza.nl. Applications should be sent in an electronic format with all attachments included with a file size of less than 1MB. Attachments should not be sent in ZIP or RAR format.

Only those applicants invited for interview will be contacted. The successful applicant will be expected to start working as soon as possible.