

**MDO Management Company** is a UCITS management company and an Alternative Investment Fund Manager with offices in Luxembourg and Dublin. MDO Management Company services over 70 clients from around the globe and acts as a management company for over 50 investment vehicles with assets under management of almost EUR 28 billion.

In this context, MDO Management Company is currently recruiting a:

## Receptionist (full-time)

to join the Reception Team.

### Reception Team's Role:

The Reception Team is the outward face and often the initial point of contact of the company. As a member of the team, you will provide a full range of reception, switchboard, administrative and office support services, including but not limited to the following:

- Greeting visitors to our offices and assisting our international clients when visiting our offices;
- Handling mail and express deliveries efficiently;
- Answering phone calls and taking messages as required;
- Organising meetings, room reservations, and catering for meetings;
- Managing offices supplies, dealing with deliveries;
- Providing assistance to the Office Manager.

### Your Profile :

- You have work experience in a similar position;
- Your experience is complemented by strong organisational and administrative skills;
- You have solid experience of Microsoft Office applications such as Outlook, Word, Excel and Powerpoint;
- You have very good communication skills;
- You are fluent in English and have an excellent level of French. An additional European language would be an asset.

This position calls for a dynamic, enthusiastic, service-minded and self-sufficient individual, with very good relationship skills, able to work effectively in a multi-cultural environment.

### Our offer:

Within a growing company, we offer competitive remuneration and training adapted to your needs throughout your career. Working at MDO means joining a friendly, dynamic and multi-cultural team of over 60 people, within an environment where work/life balance counts.

**Interested?** This is your chance to apply now! Please send your application to our HR department ([HR@mdo-manco.com](mailto:HR@mdo-manco.com)), which will be treated with the strictest confidentiality.

### **MDO Management Company S.A.**

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