Swiss Security Service is a tightly run Swiss security company with national orientation. We are working in the following areas of security service and protection: Objects, conferences and embassies.

To reinforce our team in Zurich we are looking for several:

Employee Reception Service

Workplace: City of Zurich **Employment level:** 30 - 80%

Operation time: Monday to Friday in a two-shift operation, from 6am-2pm and from 2pm10pm

Within your professional and personal qualities you are responsible for the operation of a reception and the linked tasks such as access control, visitor support and handling of IT, video and other security installations in an internationally operating media and finance institution.

Your profile:

- Swiss citizen, aged between 25 - 45 years
- Swiss / Swiss German as mother tongue
- Completed apprenticeship or achieved Higher School Certificate
- At least 160 cm of height, non-smoker
- Excellent reputation (debt free and no criminal records)
- Experienced PC user know-how (Word, Excel, Outlook, etc.) and technical flair
- Good English knowledge, written and oral (at least Level B2), other language skills would be advantageous
- Highly autonomous, efficient and strong sense of responsibility
- Neat appearance with customer-friendly approach and good manners
- Driving licence Cat. B and in possession of an own vehicle
- Preferably experience in the security business and/or Reception Service in an international business environment
- Resident in Zurich or the near surrounding area

We expect:

- Discretion, secrecy and a strong service-oriented thinking
- Autonomous, reliable and exact way of work within a team
- Confident appearance with cultivated communications skills and manners
- Willingness to do shift work an interest in a permanent job

We offer:

- A task with a lot of self-responsibility and wide ranged development possibilities
- Thorough introduction into the responsible occupational activity and constant vocational education and training
- Permanent position with monthly work scheduling
- **Start immediately or by agreement**

Qualified and interested candidates are asked to send their complete and expressive application documents (including a photo) to: personelles.FST@swiss-security-service.ch

Do not hesitate to contact us in case of further questions.

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