



Academic Counselor Receptionist Alliance Française de Manille (AFM)

We are hiring for an Academic Counselor / Receptionist to:

- Maintain and contribute to AFM's reputation as a French language and cultural center
- Promote its products and services to potential and existing customers at the reception.
- Handle the various front desk concerns in person and on digital platforms

Open to all college graduates.

Must be a team player, excellent communicator and committed to work excellently.
Must be comfortable with Microsoft Office and Google Workspace applications.
Must be proficient in writing and speaking English, knowing French is a plus.

Responsibilities

- Receive and assist customers and guests at the reception
- Promote AFM's products and services at the reception
- Process the sales of AFM's products and services at the reception and record them with the Accounting Manager
- Promptly answer all inquiries received via telephone, email and other online platforms
- Update and maintain the customer database in collaboration with the Academic Department
- Stay up-to-date with new products and services and their pricing
- Attend company and / or customer events as requested by the management
- Assist in preparing materials and handling logistics for company events
- Maintain the general cleanliness and improve the pleasing appearance of the reception area
- Assist in receiving and releasing documents at the reception area
- Contribute to the smooth workflow at the reception for a pleasant experience for customers, guests and co-workers
- Orient candidates towards the appropriate certifications offered by AFM and participate in the organization of the exams
- Perform any other task as instructed by the management as needed by AFM

Gross Salary: PHP 25,000.00 per month (inclusive of non-taxable allowance).
Other benefits to be disclosed with the successful candidate.

Work Arrangements:

- Formal Job Title: Academic Counselor / Receptionist
- Reporting to: Deputy Director
- Schedule and Location:
 - Onsite at Makati
 - Shifting schedule of 5 working days and 2 rest days per week
 - Must be willing to occasionally work outside the office for events

To apply, please email your resume and cover letter addressed to the Deputy Director, Mr. Victor PETIT, to: **recruitment@alliance.ph**

A successful candidate is expected to start **as soon as possible**.

Only preselected candidates will be contacted.