

## Job Ad for Academic Counselor / Receptionist

### Alliance Française de Manille (AFM)

Alliance Française de Manille, a non-stock organization established in 1920, is dedicated to the promotion of French language and culture within the Philippines. As one of the oldest foreign cultural institutions in Manila, we are currently seeking a dynamic and professional **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, and handle various front desk concerns in person and on digital platforms.

---

### Key Responsibilities

The Academic Counselor / Receptionist will be responsible for promoting the products and services of AFM while providing attentive support to front desk inquiries, both onsite and online. Main duties include:

- 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 organizational 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
- 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

---

### Qualifications

- **Education:** Graduate of any 4-year Bachelor's degree from a reputable educational institution.
- **Language Skills:** Excellent command of written and spoken English. Proficiency in the use of the French language is a significant advantage.
- **Technical Skills:** Proficient in Microsoft Office (Word, Excel, etc.) and Google Workspace.
- **Soft Skills:** teamwork, excellent communication, and professional work ethic

---

## Work Arrangements & Benefits

- **Location:** Onsite at Makati.
- **Schedule:** Shifting schedule of 5 working days and 2 rest days per week. The candidate must be willing to occasionally work outside the office for events.
- **Compensation:** PHP 25,000 gross monthly salary (inclusive of non-taxable allowances).
- **Leave Benefits:** 15 days of vacation leave and 15 days of sick leave per year of service.

---

## How to Apply

Prospective applicants are requested to submit their **CV or Resume** and a formal **Cover Letter** to the attention of both the Deputy Director, Mr. Victor PETIT, and the HR and Admin Manager, Mr. John Julius VALIENTE, via email to:

**recruitment@alliance.ph**

[IMPORTANT] A successful candidate is expected to start on 23 March 2026. Only shortlisted candidates will be contacted.