

Connecting customers, automotive brands and retailers globally

We deliver solutions that transform businesses

Modix has been on the market for over 20 years and is the Europe-wide leader in solutions for vehicle sales.

We are part of the US-based Cox Group which is under owner management, offering both the benefits of being an international enterprise as well as being a flexible and supportive company.

Join our team as **Receptionist (m/f/d)**

This is where you work!

- You will work in our new office building located in Koblenz and will be part of a multi-cultural, open-minded, and dynamic team.
- Our customers are spread out over 7 continents, 74 countries and 25 different languages.
- Our working culture is positive and appreciative.

This is what you do!

- First impressions count: You maintain the reception area, keeping it clean and representable.
- You welcome clients and visitors with a positive and helpful attitude.
- You answer phone calls professionally and forward these appropriately.
- You prepare and book conference rooms.
- You accept deliveries and mail and distribute to the correct recipients while also managing outgoing mail and packages.
- You maintain office security by controlling access via the reception desk (monitor logbook and issue transponders).
- You maintain front office supplies and keep inventory of stock.
- You help with the management of our vehicle fleet, office building and cell phones.
- You handle filing and data entry of corporate documentation.

These are your abilities!

- Previous experience working as a receptionist of advantage
- Flexibility and the ability to adapt to new situations
- Highly organized and detail-oriented
- Fundamental knowledge of Microsoft Office
- Solid German and English writing and verbal communication skills
- High level of social communicative skills

This is what we offer!

- Personal development and regular trainings

- Chances of promotion in an innovative company
- Trust-based working hours
- Optimal Equipment
- Free parking
- Pioneer spirit and joy on the job in a technology-minded team

Apply now!

Please send your job application with your earliest possible entry date and salary expectation to Celine Detlefs:

Modix GmbH

Celine Detlefs

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