



Job Description: Receptionist ‘Stagiaire’ at Les Pensieres Conference Centre

What is “Les Pensières”?

Les Pensières is the Conference Centre for La Fondation Mérieux - an independent foundation working to serve the interests of public health. The centre was created to provide a place of work and discussion for those working in international public health, in particular, the struggle to control infectious diseases.

Where is “Les Pensières”?

Situated in the village of Veyrier-du-Lac, Les Pensières is a short bus ride (or 40 minute walk) from Annecy, one of the country’s most beautiful towns. Renowned for sport, with plenty of summertime activities on the lake and skiing in the mountains during winter, the city is an idyllic setting not far from the lively, international city of Geneva and the Italian border.

Why apply for the post here at “Les Pensières”?

Working as a ‘stagiaire’ at the reception of the conference centre will be the ideal way to improve both your written and spoken levels of French. Through regular contact with the clients, as well as the rest of the staff here, you will have the opportunity to immerse yourself in the language and experience first-hand the work ethic of such a renowned institution. The centre is widely viewed as one of the best conference centers worldwide and is thus a prestigious placement that will not only improve your language skills, but will ultimately serve you well in terms of future employment. The staff are used to having ‘stagiaires’ from different countries and cultures at the conference centre and are therefore sympathetic towards the challenges you may face.

What would be your role as “stagiaire”?

Working at the reception of Les Pensières means you are at the ‘hub’ of all the activity, as well as the clients’ first port of call. You will learn the requirements of the role in a very “hands on” fashion; at the very beginning, this includes establishing the details of the conference in terms of the equipment required, along with catering and accommodation needs. As the conference develops, you will deal more with the individual participants in terms of their registration forms, transport arrangements etc. You will be expected to both send emails and make phone calls in French.

Financial Details

The placement pays around 500€ per month. Accommodation (including all bills), laundry facilities and free meals when on shift are also provided. There are also bikes available to use.

Placement Dates

There are two available options for this job: a 6-month placement, either from the end of August 2020 to mid-February 2021, or from the beginning of March 2021 until the end of July 2021. It is also possible to complete a 9 or 10-month placement from the end of August 2020 to May/June 2021, if this can be agreed with your university. Please state your availability when sending your CV with photo and Cover Letter.

Application Process

Please send a copy of your CV with photo and a Cover Letter (**both in French**) for the attention of the reception management team:

Mr Johann Pageaut – johann.pageaut@fondation-merieux.org

Mr Malcolm Cooper Malcolm.cooper@fondation-merieux.org

Mr Bagdad Hocine bagdad.hocine@fondation-merieux.org

If your initial application is successful, we will plan a Skype interview to assess your level of French and your motivation for the job. For further details of Les Pensières please see the centre's website:

<http://www.fondation-merieux.org/centre-des-conferences-les-pensieres>.

Please be advised the application process can take a few months. We aim to conclude the interview process by the end of March 2020.

Contact Details

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