



**GREEN  
CLIMATE  
FUND**

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## Receptionist Consultant

Songdo, South Korea

The Green Climate Fund (“GCF”) is a new multilateral fund created to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change.

GCF will contribute to the achievement of the ultimate objective of the United Nations Framework Convention on Climate Change (UNFCCC). In the context of sustainable development, GCF will promote the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change, taking into account the needs of those developing countries particularly vulnerable to the adverse effects of climate change.

GCF is governed by a Board, composed of an equal representation of developed and developing countries. The Fund is operated by an independent Secretariat headed by an Executive Director. GCF will pursue a country-driven approach in its operations.

### Role

The Fund seeks to recruit Receptionist for its headquarters in Songdo, Republic of Korea, for a period of 6 months.

Under the overall guidance of the Facility and Security Manager, the Receptionist will assist the Secretariat with a range of administrative tasks including welcoming and directing visitors, answering or referring telephone enquiries, issuing visitor badges and maintaining a visitor log.

The Receptionist will work full time from Mondays to Fridays from 9.00 am – 6.00 pm.

### Duties and responsibilities

The Receptionist will be responsible for the following tasks:

- Responding to telephone enquiries, providing information and re-directing calls
- Monitoring of all visitors to the office; assistance to visitors by providing directions and accurate information related to the Fund;
- Greeting visitors/guests and directing them to appropriate person/unit;
- Distributing entrance pass card to visitors, monitoring visitor access, creating a visitor log;
- Collection and update of GCF staff information on a monthly basis, ensuring all data and information is correct and accurate;
- Receiving and sort daily incoming official mails, packages, newspapers and magazine; distributing them to respective Divisions/Offices;
- Performing other related duties as required.

#### **Green Climate Fund**

Songdo International Business District  
G-Tower, 175 Art Center-daero  
Yeonsu-gu, Incheon 406-840  
Republic of Korea



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### Expected experience and qualifications

- Excellent interpersonal and communication skills; ability to interact positively with visitors and staff at all levels;
- Good organizational, administrative and client service skills and ability to accomplish a range of daily and/or repetitive tasks;
- Proficiency in both oral and written in both Korean and English.
- Ability to take initiative and work proactively;
- Demonstrated motivation and commitment to results/goals; excellent team player, detail oriented and reliable;
- Flexibility/willingness to perform a variety of tasks and expand the scope of work and responsibilities as needed;

The compensation and benefits package for these positions will be determined on the basis of local recruitment.

Interested candidates, are required to send an email attaching their CV and a letter of interest in a single file to: [roster@gcfund.org](mailto:roster@gcfund.org)

File name: “[last name], [first name]” (e.g. Peterson, Anna)

Subject line: “Receptionist”

Please indicate your earliest availability to take up assignment, and notice-period required, if employed.

Closing date for applications is 16 August, 2017 (KST). Applications submitted after the closing date may not be considered.