



MSEVENTS.CH

## Placement of reception and administrative staff

With over 25 years' experience in staff management and the organization of corporate events, MS Events is extending its range of services to include turnkey placement of reception and administrative staff.

MS Events has been employing and managing thousands of event staff since 1997, and therefore has a huge network of contacts enabling it to find the perfect candidate.

The reception is a company's first calling card; it's an essential part of the business. MS Events, active in the hospitality field since 1997, guarantees you a professional reception.

The administrative management of a company requires organizational and interpersonal skills, an ability to synthesize information and a sense of discretion.

As a licensed private placement agency, MS Events guarantees you an à la carte service, based on a personalized relationship built on trust.

In the case of permanent placements, MS Events does not charge any fees until the client is satisfied at the end of the candidate's trial period.

In the case of a fixed-term contract, an arrangement to the satisfaction of all parties will be found.

- Recruitment and selection of the candidates
- Training
- Try and hire option
- Full projects

## Our clients:

- SME
- Banks
- Insurances
- Law offices
- Real estate agencies
- Garages
- Restaurants
- Leisure centres
- Architectural offices
- ... et plus encore ...

## Contact us

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