



The Abdus Salam
**International Centre
for Theoretical Physics**



VACANCY ANNOUNCEMENT

The International Centre for Theoretical Physics, Trieste, welcomes Curricula Vitae from candidates with experience in hotel reception, front desk or similar client-facing work in order to create a roster of suitable candidates as on-call receptionists at ICTP guesthouses.

The position is on an as-needed basis.

The applications should include details concerning education, work experience/specialization and familiarity with and knowledge of office automation.

Candidates must have:

- Completed secondary, technical and/or vocational school.
- At least two (2) years of experience in a Hotel/guesthouse reception, or secretarial or administrative tasks.
- Knowledge of standard office computer applications (MS Office).
- Excellent knowledge of English and Italian.
- Client oriented and willing to work shifts including nights and weekends.

Candidates must use the ICTP's online application system which is accessible at:
<https://www.ictp.it/about-ictp/personnel-office/employment.aspx>

For further information, contact: contracts@ictp.it