

Receptionist / Administrator

– London Office

Job Title: Receptionist/Administrator

Reports To: Office Manager

Department: Administration

Job Purpose: To provide a high quality and efficient reception and administration support service to the Company.

Key Tasks:

- 1) Provide a reception and telephony function in a courteous and efficient manner. Ensure calls are routed accordingly or take and distribute clear and concise messages.
 - 2) Provide a proficient administrative support service to the team, thereby aiding in the smooth and efficient running of the business. This will include typing general correspondence, photocopying, filing and binding.
 - 3) Meet, greet and route visitors to the appropriate person.
 - 4) Organise diary and refreshments when required. Responsible for the booking of and maintenance of meeting rooms.
 - 5) Responsible for the postal function for the office, including sorting and distributing incoming mail and ensuring outgoing mail is appropriately franked and despatched in a timely and accurate manner.
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Person Specification:

- Well presented
- Proficient Keyboard skills
- Highly organised
- Courteous and polite
- Ability to work on own initiative and multi task
- Previous reception / switchboard experience is desirable