

**\*\* NEW JOB\*\***- A private equity firm is seeking a Receptionist. Based in Chelsea and paying up to £22,000. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Receptionist

Location: Chelsea

Salary: £22,000

**Main duties and responsibilities:**

- First point of contact for all in-coming calls on reception;
- Looking after guests upon arrival, making them tea & coffee where necessary;
- Responsible for maintaining the company's reception area/board rooms and liaising with the butler;
- Management of the board room booking system, aware of daily bookings and ensuring the boardrooms are tidy and prepared for each meeting;
- Arrange lunch for meetings in the absence of the butler;
- Management of the company's kitchen facilities and area; maintaining stock levels of beverages and sundries;
- Management of the companies stationary; ordering and maintaining stock;
- Liaising with staff on general building management together with reporting and resolving any building issues with facilities
- Good knowledge of Microsoft Office – Word, Excel and Power Point;
- Assisting the company with administrative support including:
  - photocopying, scanning, faxing;
  - document maintenance, typing;
  - printing and binding presentations;
  - ordering couriers and delivering/collecting the daily post;
  - organising paper shredding collections;
  - managing archiving facilities;

- updating staff contact/phone lists;
  - setting up conference calls and wireless connection for guests;
- Processing company expenses;
- Assist with the companies travel arrangements – booking flights, hotels, and taxis while abroad;
- Any other duties as requested by the Company.