

**** NEW JOB**** An investment firm based in Chelsea is seeking a Receptionist. Paying £22,000 If you are interested, please email your CV to 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;
- 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
- 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 in conjunction with other appropriate members of the team
- 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.