

**** NEW JOB**** A Business Management Consultancy firm are seeking a Receptionist. Based near Chancery Lane and paying up to £25,000. If you are interested please email your CV to alice.short@questprofessional.co.uk

Job: Receptionist

Location: Chancery Lane

Salary: Up to £25,000

Job description:

Key responsibilities and accountabilities:

- Ensure attentive call management; answer main phone line; determine purpose of calls and forward calls to appropriate person or department
- Authorise guest's access to the office
- Accept deliveries and notify appropriate staff in a timely manner
- Maintain a professional reception area at all times
- Prepare refreshments for meetings as required and ensure rooms are cleared in a timely manner when meetings are finished
- Update/maintain office phone list
- Manage meeting room requests via meeting room management system, ensure space is utilised effectively and the needs of our internal clients are met
- Escalate complex bookings or any issues or difficult queries to the Reception Supervisor
- Book couriers and taxis in a timely manner ensuring details provided are accurate and assigned to the correct cost centre
- Forward fax messages via on screen system
- Support and complete adhoc project work and tasks to support the wider team as required

Background and qualifications:

- Microsoft Office Skills essential
- Professional services experience essential

- Good spelling with an eye for accuracy
- Excellent customer service skills
- Clear and professional telephone manner

Personal competencies

- Well-presented with a calm and professional demeanour
- Strong work ethic, excellent time management and organizational skills
- Proactive and diplomatic in dealing with day to day problems with a positive and constructive attitude to customer service
- Able to work effectively with people at all levels and under pressure
- Able to multi task and prioritise competing demands
- Flexible approach to work with willingness to work overtime and flexible shifts as required
- Strong team player