

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

**Job Title:** Receptionist

**Location:** Westminster

**Salary:** £22,000

**Job specification:**

- Answering incoming calls, typing and distributing messages accordingly
- Meeting and greeting visitors, meeting room set-up, preparing and serving drinks and lunch
- Managing Meeting Rooms
- Ad hoc travel arrangements for Directors
- Completing expense claim forms for Directors
- Assisting the Chairman's Office with ad hoc tasks
- Management of Office Contracts (e.g. mobile phones, cleaning, IT)
- Opening post and weighing and franking afternoon post, including Overseas, Special and Recorded Deliveries
- Running a pending and appointments system
- General filing, scanning, binding and photocopying
- Writing and paying in cheques, organising and collecting foreign currency, organising couriers and ordering stationery supplies
- Taking dictation and typing of correspondence as required
- Running errands, e.g. banking, post office, shopping for kitchen supplies
- General admin tasks as required and any other ad hoc tasks

**The ideal candidate will need to demonstrate the following skills:**

- Confident, pleasant and professional manner
- Good IT skills, proficient in Outlook, Word and Excel
- Well organised with good time management skills
- Able to take instruction and willing to learn