

****NEW INTERNSHIP**** A luxury designer brand is seeking a Receptionist. Based near Bond Street and paying £1,200 per month. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Title: Receptionist

Location: Bond Street

Salary: £1,200 per month

Purpose of the position

The reception hostess is responsible for providing secretarial and administrative assistance in order to ensure that the business is supported in an effective and efficient manner.

Specific Duties

- Meet and greet all visitors, offer refreshments and ensure that the employee being visited is advised promptly. Keep the visitor up to date with any delay, making sure that they are made to feel comfortable. Managing the visitor's book.
- Front of house hostess to all external and internal contacts, radiate positive & welcoming presence as first point of contact, exuding the spirit of the House
- Support the Office Manager on maintaining an adequate inventory of office supplies
- Receive, direct and relay all telephone and fax messages. Handle incoming calls, take clear written messages as necessary and ensure that they are passed promptly to the addressee.
- Deliver all general correspondence on a daily basis.
- Sign for any incoming courier, registered post or other urgent delivery ensuring that it is given appropriate priority and that it is passed promptly to the addressee.
- All press returns must be accurately checked and signed for and passed promptly to the press office.
- Assist the receptionist with managing the meeting room booking system, ensuring that required equipment is available and preparing/ clearing the meeting room
- Ad hoc administrative support and taking on other activities as directed

Required Competencies

- Smart appearance, polite and approachable at all times.
- Excellent telephone manner
- Good PC skills

- Organised, calm, flexible and happy to work as an essential part of a team