

****NEW JOB**** A well-known property company are seeking a Central Receptionist. Based in Richmond and paying up to £22,000. If you are interested, please email your CV to emma.colville@questprofessional.co.uk

Job Title: Central Receptionist

Location: Richmond

Salary: Up to £22,000

Job Description

<p>Job Description</p>	<p>The role focuses on answering overflow calls from many different offices across the country, registering applicants and passing on accurate messages to the correct person/department.</p> <p>Responding to all enquiries on the Live Chat feature on the website and dealing with appropriately.</p> <p>This is a dynamic role, ideal for someone who enjoys multi-tasking and the hustle and bustle of working on the front line.</p> <p>Maintain good relations with all employees and clients.</p> <p>The maintenance of excellent customer relationships (Staff and callers) and operate to the very highest professional standards.</p>
<p>Candidate Profile</p>	<p>A reliable, confident and well spoken individual who is able to deal with general enquiries and record information on our computer system.</p> <p>Candidates must be friendly and professional with an excellent telephone manner. Candidates should be smartly dressed and well presented.</p> <p>The successful candidate will have exceptional customer service skills and understand the importance of creating an excellent first impression on clients. Candidates should be enthusiastic, helpful and have good computer skills.</p>

