

**** NEW JOB****A prestigious property company is seeking a Receptionist. Paying £22,000 and based in Mayfair. If you are interested, please email your CV to alice.short@questprofessional.co.uk

Job: Receptionist

Location: Mayfair

Salary: £22,000

Job Description

- Operating the switchboard & dealing with calls
- Meeting and greeting clients
- Booking out, giving out and ensuring return of sales keys
- Making teas and coffees for clients
- Booking boardrooms and showing clients to meetings
- Distributing incoming post
- Helping with invoices and statements
- Maintaining general tidiness of reception and stationery room
- Keeping reception brochures up to date
- Booking couriers and international couriers
- Taking responsibility and initiative for solving problems regarding reception issues where possible
- Keeping the property lists, magazines and newspapers up to date and tidy in reception
- Helping other departments with mail outs/photocopying etc
- Locking and opening up the office
- Updating the press coverage portfolio with recent pieces
- Assisting other departments with some aspects of advertising

Candidate Profile

- Punctual
- Responsible
- Reliable
- Cheerful
- Helpful
- Smart appearance
- Excellent telephone manner