

**\*\* NEW JOB\*\*** A luxury designer brand is seeking a Front of House Assistant. Based near Bond Street and paying £16,000 plus benefits. If you are interested, please email your CV to [alice.short@questprofessional.co.uk](mailto:alice.short@questprofessional.co.uk)

Job: Front of House Assistant

Location: Bond Street

Salary: £16,000 and benefits

### **Purpose of the position**

To act as the first point of contact for visitors and is responsible for providing strong secretarial and administrative assistance in a courteous and efficient manner

### **Specific Duties**

- Processing deliveries
- Booking couriers
- Meeting room organisation
- Meeting & greeting visitors
- Office supplies inventory
- Ad hoc support to different departments when required

### **Required Competencies**

- Smart appearance, polite and approachable at all times
- Strong organisational skills
- Demonstrating dynamism