

**\*\* NEW JOB\*\*** A private equity firm is seeking a Receptionist. Paying up to £25,000 and based in Piccadilly Circus. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Receptionist

Location: Piccadilly Circus

Salary: £25,000

**Key responsibilities include:**

Front of house:

- Opening office in the morning
- Meeting and greeting guests
- Maintaining meeting room calendars and guest security registration
- Keeping reception area and meeting rooms tidy and presentable at all times
- Ordering kitchen and stationery supplies and monitoring stocks
- Answering phones/transferring calls/taking messages
- Managing post, taxi and courier bookings
- Keeping all receipts as appropriate
- Ad / hoc admin tasks and errands

Administration tasks:

In addition to front of house duties the role also has scope to include some administration and PA duties as follows:

- Data entry and gaining knowledge of database
- Coordinating meetings and calendar management

Skills / Profile:

- 1<sup>st</sup> or 2<sup>nd</sup> job applicants
- Microsoft Word, Excel, PowerPoint and Outlook
- Confident and able to deal with people at all levels
- Good interpersonal skills and friendly disposition
- Comfortable with working alone for periods of time
- Some experience or knowledge of website and social media management would be an advantage but not essential

