

Front of House / Receptionist

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Company: Danielle Ward Recruitment

Location: United Kingdom

Category: other-general

Administration

Front of House / Receptionist

Position: Front of House / Receptionist

Location: North West

Salary: £25,000-£35,000 depending on experience

Job Reference No: DG10

Recruiting Consultant: Sarah

Details

Front of House / Receptionist Overview

Our client is looking for a Front of House / Receptionist to work on the busy front desk of their head office. With your personable attitude and superb organisational skills, the reception will run smoothly and all visitors will feel welcomed.

Front of House / Receptionist Responsibilities

Manage the front desk including answering phones, actioning emails and creating a welcoming atmosphere

Greet visitors and staff with a friendly demeanour

Coordinate the booking of meetings rooms, ensuring availability and readiness of spaces

Manage the pool cars, including scheduling, maintenance and ensuring availability

Serve as the go-to personal for office-related queries

Coordinate catering for meetings and events, including ordering food and beverages, setting up and clearing up

Manage parking spaces, ensuring availability and organisation for staff and visitors

Front of House / Receptionist Skills and Experience

Previous experience with a similar role, which would be highly beneficial if it was in a fashion or creative environment

Excellent communication and interpersonal skills

Proficiency in Microsoft Office suite and able to pick up new software efficiently

Front of House / Receptionist Additional Information

This is a full time office based role, working Monday-Friday.

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