

## Lunchtime Receptionist

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Company: MP Jobs Ltd t/a MP Recruitment Group

Location: Sutton Wick

Category: other-general

Hours 12 to 2pm Monday to Friday, for a client on Milton Park.

The postholder will be responsible for providing a first-class service for all front-of-house duties throughout the building, and for all visitors. Answering telephone calls made to the main office number courteously and efficiently and redirecting relevant members of staff where appropriate.

### Duties

- \* Undertake front-of-house duties, including meeting, greeting, and attending to the needs of visitors.
- \* Dealing with couriers and distributing post
- \* Liaising with facilities on building-related issues
- \* Enforcing Health & Safety procedures including fire safety

Please note: Only candidates with the relevant skills and experience will be contacted regarding this position.

If you do not hear back from us within 5 days you have unfortunately been unsuccessful in your application for this position, however we may contact you in the future to discuss other opportunities

Please note that no terminology in this advert is intended to discriminate on the grounds of a person's gender, marital status, race, religion, colour, age, disability or sexual orientation. Every candidate will be assessed only in accordance with their merits, qualifications and abilities to perform the duties of the job.

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