

## Receptionist

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Company: Camino Partners Ltd

Location: London Area

Category: other-general

Senior Corporate Receptionist (London, UK) 6 MONTH FTC Day rate: £190 - £2105 days a week in office My client, a business and Management consultancy are looking for a senior receptionist to join them on a 6 month FTC. Collaboration is central to their strategy and culture ensuring they attract the brightest and the best. They have gained the reputation it has through their deep industry knowledge, excellent people and genuine partnering approach. The Role The Reception function plays an important role in providing professional front of house support. They will be the face of the company and will be the 'go to' person for their client services suite, ensuring visitors are being looked after in a caring and timely manner. This is a great opportunity for you to join this business and bring professionalism and your ideas to continue to provide exceptional Reception services Situated on their Reception desk in our client suite, you will be responsible for, but not limited to:

- Welcoming and caring for all visitors
- Answering and handling all incoming telephone calls
- Managing the meeting room booking system
- Catering for meetings and events, working with our external catering service
- Organising and maintaining the reception area
- Managing incoming and outgoing post, couriers and deliveries
- Liaising with the AV department for technical assistance
- Supporting the building security team with visitor management and passes
- Managing provisions for the office eg. kitchen consumables, stationery and business cards
- Maintaining the office management supplier relationships
- Driving commercial efficiencies
- Ensuring all Health & Safety processes are followed and met
- Mentoring and developing junior members of the Reception team
- General administrative support eg. carrying out elements of the new joiner process

Key requirements for this role:

- Presentable and

professional with high attention to detail· Cultural alignment and brand ambassadorship· Experience working in a busy fast paced Reception or client suite, managing multiple phone lines and visitor management system· Excellent communication skills (written and verbal)· Excellent customer service skills· Highly organised, friendly, helpful, ability to multi-task, proactive and a team player· Knowledge of MS Outlook, Word, PowerPoint, Excel· Previous experience in Professional Services desirable but not essential

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