

Receptionist

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Company: eTeam

Location: London Area

Category: other-general

Payrate: GBP 4000/ Month
Serve as the first point of contact for employees, visitors, and vendors. Create a welcoming environment for all employees, visitors, and vendors. Greet, direct, sign-in office visitors. Develop strong relationships with office employees and leadership. Proactively communicate with employees about office updates. Manage building visitor log for internal and external visitors. Manage incoming/outgoing mail and packages. Security + Health and Safety Work closely with Dublin Workplace Site Manager and ***'s Physical Security, Health and Safety team to maintain site security and safety integrity. This includes reporting security and safety issues, assisting with safety and security inspections, and assisting with evacuation and safety training. Manage the inventory, issuing, and tracking of temporary access badges. Create access badges for new employees. Maintain an accurate access badge log. Perform periodic badge audits for the office. Work with building property management to maintain an accurate list of employees who have building access. CPR, AED, and First Aid certification training will be provided and required. Play a vital role in office safety, including emergency office drills. Administration Work closely with and report to the Dublin Workplace Site Manager. Assist with inventory and ordering of office supplies. Support employees in a variety of ways to keep them productive and happy in the office. Manage all mailroom incoming and outgoing procedures. Direct employees to necessary internal resources and tools. Assist Site Manager with event set-ups and conference room bookings. Prepare conference rooms for in-person and web-based meetings. Provide support on Workplace projects, when bandwidth is available. Support on-site vendors with access and assistance while on-

site. Maintain appearance/organization of the lobby and office. Research projects as needed. Skills and Abilities Working knowledge of Mac OSX. Experience in hospitality, customer service, or employee experience preferred. Strong attention to detail required. Ability to multi-task and pivot quickly in a fast paced environment. Strong organizational and time management skills. Must have a high level of professionalism with a strong customer focus. Excellent in both spoken and written Japanese and English Proficiency with G Suite. Strong social skills and a positive attitude. Outstanding organizational and problem-solving skills. First Aid and CPR certifications from an accredited provider (ie: Red Cross, AHA).

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