

Receptionist

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Company: Overbury

Location: London Area

Category: construction-and-extraction

OVERBURY is looking for a Receptionist
Hours – 09:00 – 18:00 Monday to Friday
London – West End
About us
Overbury and Morgan Lovell are dynamic, market leading brands that deliver exceptional fit out and refurbishment projects for some of the world's most iconic brands. We're 1,070 passionate people working from seven offices across the UK including: London, Manchester, Leeds, Birmingham, Glasgow and Bracknell. Some of our clients include the BBC, Virgin Media, Odeon, Goodyear, University of London, AstraZeneca and Microsoft. We're part of the Morgan Sindall Group plc, the FTSE 250 listed construction and regeneration group with £4.1 billion revenue. We're eight complementary businesses with one unified culture and 7,700 talented people who are working to create long-term, sustainable value in the built environment.

A bit about what you'd be doing
Maintain a happy, approachable, and professional demeanour
Maintaining reception and front of house standards
Handle all incoming calls via the switchboard in a polite and timely manner
Meeting, greeting & announcing all visitors to the building in a happy/polite fashion
Set up meeting rooms accordingly
Maintenance of the meeting room booking system, ensuring information is correct and up to date
Managing all incoming and outgoing deliveries including those with urgent deadlines
Ensure meeting rooms/kitchens/break out area are always clean & tidy
Distribute incoming post & franking outgoing post
Order supplies for the building
Book couriers & transport
In the absence of the Office Manager, arranging for engineers to attend the building, as and when needed and logging them in
Weekly test fire alarm
Provide support services for those visiting or working within the building
Act as fire warden and first aider (training provided)
Providing handovers with

personnel providing lunch coverTemp trainingAbout youWe are looking for someone creative, keen, helpful, curious, with an eye for detail, someone who thrives on engaging with people. We are open and willing to explore new ideas, especially if they enhance our approach so if you feel confident in identifying opportunities and communicating them to a wide and diverse audience this might be the role you've been holding out for.And in return...We offer a market leading salary and the best benefits package in the industry, including:25 days' holiday (plus Bank Holidays and Christmas closure)An excellent working environment, with the chance to network and meet like-minded peopleAn open and accepting culture, where you'll be given the scope to come up with your own ideasCompany pension schemePrivate medical careEmployee Discount Scheme – an online platform for all staff offering a variety of discounts at various shopping outletsOutstanding training and progressionRegular staff social eventsCycle To Work schemeJust one more thing to considerWe are looking for someone with exceptional and relevant experience, keen, helpful, curious, with an eye for detail, someone who thrives on engaging with people. We are open and willing to explore new ideas, especially if they enhance our approach so if you feel confident in identifying opportunities and communicating them to a wider audience this might be the role you've been holding out for.Overbury operates an Equal Opportunities Policy and are committed to building an organisation which actively promotes a culture that is free from discrimination. We welcome applications from all sections of the community.

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