

## Receptionist

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Company: Multi-Trades Recruitment

Location: London

Category: office-and-administrative-support

Multi Trades Recruitment are looking for a Receptionist / Front Of House for a large high end client of ours who require someone to work in the Canary Wharf area.

### About The Job

Located at the reception desk, in a bright & modern office environment, the role will be the first point of contact for external visitors and will be expected to provide First Class front of house/reception services to include the management of visitors, telephone answering and the provision of other services/support as required.

You will be responsible for incoming/outgoing post including distribution to recipients and liaison with the landlords courier room as necessary.

Part of the role will be that you ensure that the meeting rooms are maintained to an exceptional standard at all times and will be responsible for managing the booking system, checking/clearing rooms between meetings, carrying out operational checks of equipment and arranging hospitality with the on-site caterer as required.

### Working Hours

08:00-16:00 or 09:00 – 17:00 Monday to Friday.

£13.60 per hour

Long term on going work

Immediate start for the right person.

## About You

Professional outlook & presentation

Strong communicator

Exceptional customer service skills

Willingness to offer any assistance where possible

Able to get to Canary Wharf for 8am

Strong level of IT experience - MS Outlook & Office

If you feel this role is for you, please apply with an up to date CV for a call back

## About Multi-Trades Recruitment:

Multi Trades are proud to boast a strong team of dedicated, successful recruiters with a combined total of over 50 years experience. Our team have the necessary skills and tools to match the right candidates in the right location at the right price. Trading since 2012 we have built our database to over 80,000 strong and have great nationwide knowledge across many sectors.

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