

## Receptionist

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Company: OPRA GROUP

Location: London

Category: management

OPRA has a new and exciting opportunity for a Receptionist / Administrator to join a forward-thinking, dynamic team, as part of their commitment to innovation and development.

There will be two members of staff in reception, one member is currently on maternity leave.

This is a Permanent, Full-Time role. Hours will be Monday to Friday 09:00 – 18:00.

### Role Duties:

As a Receptionist, your duties will include;

- \* Ensuring a seamless and personal guest journey.
- \* Welcoming guests at the reception and escorting guests within the building.
- \* Acting upon all requests that guests might have in an efficient and friendly manner.
- \* General administration duties when required and responding to customer queries in a timely manner.
- \* Support customers in returning purchases and with complaints.
- \* Professionally handling external and internal calls.
- \* Booking of meeting rooms accurately and food and beverage requirements.
- \* Liaising with other departments to ensure efficient communication and excellent guest experience.
- \* Primary point of contact for customer enquiries and communication with customers not only via the web but also via phone and email

### Receptionist - Essential Skills & Experience Required:

- \* Have excellent verbal and written communication.

- \* Be immaculately presented and highly organised and have an eye for detail.
- \* Have great interpersonal skills and an outgoing personality.
- \* Have a passion for achieving excellent guest service in everything that they do.
- \* Be able to work well under pressure and have the ability to act proactively and intuitively.

#### Receptionist - Key Requirements:

- \* Be able to prioritise workload and be organised.
- \* Work well under pressure
- \* Good Communication skills

#### Receptionist – Benefits Offered:

- \* Competitive annual leave package (24 days, plus bank holidays).
- \* Bupa Dental Cover.
- \* 50% staff discount on all their products.
- \* Pension contributions.
- \* Sick pay support.
- \* Free onsite parking.
- \* Fresh fruit and snacks.

Are you interested in being a Receptionist / Administrator with us? If so, apply now and expect a call from one of our consultants to discuss the endless opportunities we can offer!

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#### Cross References and Citations:

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