

Receptionist

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Company: Options for Recruitment Limited

Location: London

Category: other-general

Full time Receptionist with great customer service skills needed for a leading importer & distributor in North London N4

THE ROLEAs Receptionist you will be the initial point of contact for meeting and greeting visitors, including providing information and hospitality to clients. As well as reception duties there will be some general office administration - filing / checking stock / helping with meetings, ordering stationary, supplies etc.

Working hours for this role are 8.30 am to 5.30 pm, Monday to Friday

THE COMPANYOur London based client is one of Europe's leading importers and distributors of quality products from around the world. Friendly and fun office atmosphere

THE PERSONAs Receptionist you will ideally have some experience in a similar customer facing role. You will also need: excellent customer service skills knowledge of Word, Excell, Outlook etc a friendly disposition excellent communication skills

Working hours for this role are 8.30 am to 5.30 pm, Monday to Friday

If you wish to be considered for the role of Receptionist, please forward your CV quoting reference A240538

WE REGRET WE CAN ONLY ACCEPT APPLICATIONS FROM PERSONS AUTHORISED TO WORK WITHIN THE UK

Applications are invited with experience in: receptionist customer service front desk reception administration office communication Word

North London N4 jobs

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