

## Receptionist

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Company: Options for Recruitment Limited

Location: London

Category: office-and-administrative-support

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

### THE ROLE

As 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 COMPANY

Our 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 PERSON

As 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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