

Receptionist

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Company: ThreePeople

Location: London

Category: other-general

Receptionist North London, London Permanent £25,000 - £27,000240538CFull 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 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 atmosphereTHE PERSON As Receptionist you will ideally have some experience in a similar customer facing role. You will also needexcellent customer service skills knowledge of Word, Excell, Outlook etca friendly disposition excellent communication skillsWorking 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 reference240538CWE REGRET WE CAN ONLY ACCEPT APPLICATIONS FROM PERSONS AUTHORISED TO WORK WITHIN THE UKApplications are invited with experience in: receptionist customer service front desk reception administration office communication Word North London N4 jobs

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