

## Receptionist

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Company: Tate Recruitment

Location: Manchester Area

Category: other-general

Receptionist Manchester Full Time Permanent Working hours 08:00 - 16:00. (With flexibility for events/shift cover. Reception operation times are 08:00 – 17:30) Salary: £23,000 - £25,000 DoEMy client an international law firm is seeking a Receptionist for their Manchester office. As a receptionist, you will be working in the main reception area and be the face of their Manchester office. You will be meeting and greeting internal and external clients ensuring they all receive a warm welcome and leave with the best impression of the firm. This role is a full-time, fully office-based role at the Manchester office. Your key responsibilities will include: Delivering a quality professional reception service to the firm's clients, Partners, and employees always Answering incoming telephone calls and redirecting to the appropriate person, taking accurate, clear telephone messages, and passing them on to the relevant person in a timely fashion Ensure catering and presentational requirements are provided for each room booking, as necessary. If outside catering is required for an event, ensure this is in place meeting the requirements of the host. Assist with preparing for and running marketing events in the office, which may require working out of hours from time to time. To succeed in this role, you'll need: Previous office and reception experience Experience in setting up AV equipment. Experience with Condeco or similar. But it's not just about experience. We're looking for someone who is: Excellent communication skills; oral and written. Able to operate autonomously and/or with minimum supervision. A willingness to learn. Strong client focus Good humour and positive outlook Polite with a calm and professional manner Benefits include an annual bonus scheme, Pension Scheme, Private Medical Insurance, after 6 months of employment, which include discounted gym memberships,

free cinema tickets, health assessments and much more. Apply today.

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