

Receptionist

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Company: Advantage Resourcing

Location: North West London

Category: management

Receptionist/Administrator

North West London

£26,000 - £29,000 per annum

Monday - Friday 9:00am - 6:00pm + 1 hour lunch break

Permanent, full-time

Is this the role for you:

Are you looking for a new and exciting Receptionist/Administrator role for a Wellness company based in North West London? We are currently recruiting on behalf of our client for a Receptionist/Administrator to join their team!

What you will do:

As a Receptionist/Administrator, you will be responsible for a range of duties, including but

not limited to; Welcoming guests, general administration duties, handling internal and external calls, booking meeting rooms and being the primary point of contact for all customer enquiries.

What you will need:

The successful candidate will have excellent verbal and written communication skills as well as being highly organised and have great interpersonal skills.

If you are a proactive and highly motivated individual with a passion for delivering exceptional Receptionist/Administrator support, we would like to hear from you.

Apply now for consideration.

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