

United Kingdom Jobs Expertini®

Weekend Receptionist

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Company: Jardine Motors Group

Location: United Kingdom

Category: office-and-administrative-support

Overview of role

Are you a people person who enjoys making customers feel valued and welcome? Are you organised and able to juggle multiple tasks at once? If so, you'll be a perfect fit at Jardine Motors Group.

As a Weekend Receptionist in one of our state-of-the-art dealerships, you'll be the face of JMG and often the first point of contact when a customer starts their journey with us. You will give a warm welcome to every customer as soon as they walk through the door, offering assistance and refreshments whenever needed. We are looking for someone with a high standard of organisation and attention to detail, ensuring customer-facing areas are kept clean and tidy at all times and meeting rooms are replenished with food and beverages as required

Duties, Responsibilities & Person Specification

Why should you work for us?

We grow our own talent! We provide you with all the training and development opportunities you will need to succeed.

Everyone is welcome! We're committed to building a truly inclusive culture and diverse workforce. We want you to be yourself at work – and thrive.

We have a generous benefits including: 33 days holiday (including bank holidays), Birthday off (we like to celebrate!) great pension, generous commission schemes, reward savings, and much more – a whole A4 page to be exact!

When we say we care about your wellbeing, we mean it. You'll have access to mental health support, nutritional and financial advice, and a Digital GP. We also have over 50 trained Mental Health First Aiders (and counting).

What you'll bring to the role

Give a professional and warm welcome to every customer as soon as they walk through the door.

Strive for exceptional service by understanding each customer's needs and providing a seamless experience, offering assistance and refreshments whenever needed.

A high standard of organisation and attention to detail, ensuring customer-facing areas are kept clean and tidy at all times and meeting rooms are replenished with food and beverages as required.

Handle any customer complaints with empathy and professionalism.

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