



**GROUP**  
"Believe in us"

## **JOB DESCRIPTION**

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**ROLE: Receptionist and Office Assistant**

**SALARY AND BENEFITS: Negotiable**

**LOCATION: Perivale mainly, with weekly visit to Ruislip**

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### **PRIMARY RESPONSIBILITIES**

To meet and greet internal and external visitors coming into the company and to handle the facilities for the Group.

### **SECONDARY RESPONSIBILITIES**

- Meet and greet visitors
- Maintain internal visitors log
- Maintaining stationary and office supplies
- Maintain the 'meeting rooms' portal
- Organising refreshments
- Organise company lunches
- Organising business cards for internal employees
- Organising flights and hotels for business trips
- Coordinating and following through with Cleaners and Handy person
- Assisting with Office refurbishments
- Assisting with seasonal marketing for the Group
- Organising monthly company events
- Ad hoc duties
- General filing and admin

### **ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

- Previous experience
- Clear verbal and written communication essential
- Ability to work on own initiative
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well
- Ability to adapt to change