



GROUP
"Believe in us"

JOB DESCRIPTION

ROLE: Receptionist and Office Assistant

LOCATION: Ruislip

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
- Sorting post and franking
- Assisting with Time Management reports
- 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, Handy Person and third parties
- Assisting with Office refurbishments
- Assisting with seasonal marketing for the Group
- Organising 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 and as part of a team
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well
- Ability to adapt to change