



**GROUP**  
"Believe in us"

## **JOB DESCRIPTION**

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**ROLE: Receptionist and Office Administrator**

**SALARY AND BENEFITS: Negotiable**

**LOCATION: Perivale**

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### **PRIMARY RESPONSIBILITIES**

To meet and greet internal and external visitors coming into the company and to handle incoming calls.

### **SECONDARY RESPONSIBILITIES**

- Managing the switchboard in a professional and efficient manner
- Opening and distributing incoming post
- Managing and organising incoming and outgoing couriers
- Meet and greet visitors
- Maintain internal visitors log
- Maintaining stationary and office supplies
- Managing Cleaners
- Maintain the 'meeting rooms' portal
- Organising refreshments
- Organise company lunches
- General filing and admin
- Ad hoc duties

### **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