



Job Description Receptionist

Reporting to: Group HR Director

Role Duties:

- Reception duties, meeting /greeting visitors, preparation of refreshments
- Answering telephone in a professional manner, taking accurate messages, transferring to relevant department by email
- Franking and sorting of post
- Management of General Enquiries inbox
- Management of the Neopost franking machine - ordering labels, ink cartridges and dealing with any issues that arise regarding the machine
- Meeting room and showroom booking management and organisation
- Booking hotel accommodation, taxi transfers, train tickets and flights
- Booking meeting lunches when required
- Daily coffee machine setup/ cleaning and supply ordering
- Monitoring and ordering stationary
- Ensure office areas are tidy and free of clutter
- Management of Pool Car Log
- Any other tasks that are necessary

Skill, knowledge & attributes:

- Experience of working within a busy receptionist role previously
- Strong communication skills - both written and verbal
- Ability to prioritise multiple deadlines
- Strong attention to detail
- Organised and methodical approach
- Working knowledge of Microsoft Office - Excel, Word and Outlook

Competencies:

- Planning and Organising
- Relating and Networking
- Working with People
- Coping with Pressures and Setbacks
- Adapting and Responding to Change
- Delivering Results and Meeting Customer Expectations