



CORPORATE RECEPTIONIST

Hours: 45 per week

Location: London City (Monument)

Salary: £26,000 - £26,500pa

We are looking for an experienced and positive Front of House team member with a real passion for customer service excellence for an exciting role within our London Portfolio.

Are you:

- Proactive and passionate in your approach to service excellence;
- Self-motivated, flexible and able to work successfully as part of a team;
- Professional in your approach with great communication skills;
- Solution focussed and well organised;
- Able to excel when working in a busy environment;
- Skilled in active listening and comfortable accepting instruction and guidance from various stakeholders.

Previous experience:

- Has held a Front of House role a high-end corporate environment or 5-star hotel for at least one year;
- Experience operating a switchboard and filtering calls;
- Excellent standard of written and spoken English;
- Experience in using MS office programs to prepare newsletters, presentations and reports is desired.

Join an award-winning provider of reception and concierge services. Be part of a great place to work at one of our prestigious clients' multi-tenanted buildings.

