



JOB DESCRIPTION

Job Title:	Receptionist
Department/Location:	Client Services
Reporting to:	Head of Client Services

Envy- Post Production is looking for a friendly, enthusiastic, motivated and positive Receptionist to join our team.

You'll be a vital member of the team in the way our facility runs as you'll be responsible for ensuring your reception area is a welcoming and lively environment for visiting clients, visitors and staff members. You'll be a cheerful and proactive person with a willingness to help at all times, whilst displaying a keen eye for detail for the needs of our clients and staff members.

What you'll be doing:

- Meet and greet clients/visitors arriving throughout the day
- Operate the switchboard and redirect calls
- Supervise stationery and office supply usage throughout the building and re order when necessary
- Update client's daily bill with miscellaneous charges (taxi's, room service etc)
- Maintain the appearance of Front of House
- Building walk-around
- Maintain staff contact details and the internal phone directory
- Facility Report- reporting any client requests or issues
- Deal with client queries as necessary

What we're looking for:

- Previous experience within a Receptionist role is essential
- Experience in hospitality is desirable
- Computer literate – Experience of MS Office suites
- Knowledge of/willingness to learn the Post Production industry

What you'll bring to the role:

- Excellent customer service & communication skills
- Good telephone manner
- Strong organisational skills
- Must be able to work independently and as part of a team
- Good team player
- Must be self-motivated and have a 'can do' attitude
- Flexibility
- Innovative approach to work and problems
- Excellent attention to detail

Working Hours: 40 hours per week, Monday to Friday 8-5pm or 9-6pm and one Saturday shift in every 8 weeks. This may vary due to business needs.