

<https://giaconsultancy.co.uk/job/facilities-front-of-house-assistant/>

Facilities & Front of House Assistant

Description

Are you a confident, professional and articulate Receptionist looking for a busy and varied role in the city?

My client is a highly successful and long established law firm who are looking to appoint someone for a key role within their Facilities Administration team.

Responsibilities

As part of the Facilities Administration team, the role is varied and includes:

- Front of house duties including meeting and greeting clients and visitors to the building
- Answering both internal and external calls, directing calls and taking / relaying messages
- Setting up, maintenance and clearing down of meeting rooms, including preparation of refreshments
- Responding to the front of house email inbox
- Assisting the Office Manager in the monitoring of compliance with health and safety along with other legislation and internal processes and procedures
- Supporting the provision and delivery of Facilities Management projects
- Assisting with archiving and filing on behalf of Fee Earners and Secretaries
- Ordering of supplies and stationery, monitoring stock levels and replenishing where necessary.
- Ad-hoc administrative tasks and covering for Receptionists when needed.

Qualifications

To be appointed to this post the successful candidate will have a range of skills including:

- Professional communication skills – both written and verbal
- Confident, polite and calm under pressure, both face to face and using the telephone
- Excellent organisational and prioritising skills
- An eye for detail and accuracy in all tasks
- Computer literate (MS Office) and accurate keyboard skills
- Strong team player
- Previous experience in a similar role

Job Benefits

In return you can expect a competitive basic salary, range of benefits and great working environment.

Contacts

Want to know more? Apply today for immediate consideration.

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Legal

Job Location

London EC2V

Working Hours

Full Time

Base Salary

£ 23000 - £ 27000

Date posted

October 17, 2022