



Receptionist

Job Profile

The Receptionist has a key role within City Building as the first point of contact for all visitors.

As the first point of contact, you will be responsible for greeting visitors, and members of the public in a courteous and helpful manner and ensuring that they follow the correct protocol in terms of signing in prior to allowing them access to the building.

You will manage both internal and external calls, taking and communicating messages where necessary.

Personal Profile

You will be experienced in receptionist duties with a key working knowledge of IT systems and have excellent admin and communication skills. You will be comfortable working on your own initiative.

You will represent the interests of the LLP at all times and be conversant with the business areas and IT systems and will bring an innovative approach to new developments and will be committed to development on a personal basis.

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

Conditions

Your contracted hours of work will be 36 hours per week (pro rata) to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.