

Receptionist

About the Role

As our receptionist, you'll set the tone for the office, creating a professional and positive first impression for visitors while keeping day-to-day operations running smoothly. You'll work closely with colleagues across the business and play an important role in ensuring our office environment is organised and efficient.

Key Responsibilities

- Warmly greeting and assisting visitors.
- Managing phone calls and emails, directing queries to the right people.
- Scheduling and coordinating meeting rooms, including setup of equipment and amenities.
- Facilitating building and security access for team members and guests.
- Assisting with general administrative support across the office.
- Managing office supplies and liaising with service providers.
- Keeping reception and kitchen areas tidy and welcoming.
- Organising catering for meetings and events.

What We're Looking For

- Professional presentation and friendly and engaging manner.
- Excellent written and verbal communication skills.
- Strong organisational and multitasking abilities.
- Reliable, punctual, and proactive.
- Tech savvy.
- Natural problem solver.
- Confident with Microsoft Office Suite.
- Experience in a corporate reception role highly regarded.

Why You'll Love Working Here

- Monday to Friday role with stability and work-life balance.
- Be part of a vibrant and supportive team where your contribution is valued.
- Exposure to a wide variety of tasks - no two days are the same.
- New office facilities featuring an onsite wellness centre, café, rooftop restaurant, and bicycle and scooter parking.
- Excellent public transport access.
- Visit the Harris Capital website to learn more about us.