



Job Description

Job Title	Receptionist
Department	Executive Support
Responsible For	No direct reports
Responsible To	Operations, Project & Coordination Manager
Main Purpose of Job	<p>The role will be highly varied, challenging and diverse. Ideal requirements include a professional and personable administrator who is used to working at a senior capacity and has exceptional organisational and communication skills.</p> <p>As a Receptionist, you will need to demonstrative your ability to be both proactive and insightful.</p> <p>The ideal candidate will have proven ability at successfully managing a variety of tasks and processes, whilst always ensuring all aspects of the role are delivered to the very highest standard.</p> <p>Responsibilities will include but not be limited to:</p> <ul style="list-style-type: none"> • Answering the Reception phone line • Distributing calls throughout the CDW Company • Managing Post • Taking and distributing messages • Maintain an efficient and organised office environment • Manage Meeting room bookings • Meeting and greeting external clients • Dealing with staff requests • Client refreshments • Raising PREQs for hotel accommodation, trains, flights, equipment and any other requests • Setting up wireless access for internal staff and external visitors • Taking staff photos • Uploading lunch orders on to Navision • Signing for deliveries • Setting up access tokens • Booking taxis • Induction Event Management • Purchasing Overflow • Filing • Ordering Stationary • Distributing emails to all staff regarding meetings, lost property or any other requests.
Knowledge & Experience	<ul style="list-style-type: none"> • Show a mature and professional attitude and have a minimum of 1 year administration experience • Posses excellent communication skills, diplomacy, and be competent in using Excel, Word and Power point. • Experience in call management systems working internally and externally • Experience within a customer facing role and understanding the impact of front of house service



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Personal Attributes	<ul style="list-style-type: none">• A self-motivated and highly energetic individual with a passion to learn and contribute• Possess the ability to deliver flawless execution of administrative activities with high attention to detail, organisation and process• Be adept at prioritising your workload by level of importance and urgency• Able to demonstrate flexibility in response to changing needs and priorities• Possess the ability to co-ordinate tasks, work under pressure and consistently hit deadlines• Be effective in developing relationships with a wide range of internal and external partners.
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