

Financial Affairs- Front of House Business Administrator

Job Purpose:

To assist the needs of the business by directing visitors to a business site to a proper department/office location. Answering phone calls, letters, and emails and/or directing these communications to the correct department/staff person. Making clients and visitors to the site feel welcomed and answering all of their questions. During quieter periods more general business administration duties will be required such as typing, filing and data entry.

Receptionist Job Duties:

- Taking and directing calls, possibly through a switchboard
- Completing administrative tasks like filing and delivering and accepting mail
- Cleaning, organising, and maintaining the reception area
- Watering office plants
- Keeping basic office supplies like pens stocked and accessible to visitors
- Ordering supplies for the rest of the office
- Signing in visitors
- Setting up meeting facilities
- Arranging for catering for meetings and daily office use
- Greeting visitors to the office warmly and offering them help immediately
- Providing customer support
- Answering general questions about sorts of products or services offered by the business
- Answering questions about office hours and who is in the office at any given time
- Interacting with other departments such as Information Technology (IT) when someone needs more technical assistance
- Scheduling appointments and meeting times
- Maintaining front door security and reporting any suspicious activity
- Representing the business with a positive attitude and professional appearance
- Engaging in public relations and marketing to a minor degree

Receptionist Skills and Qualifications:

Friendliness, Knowledge of the Business, Attentiveness, Good Memory, Communication, Helpfulness, Organisation, Filing, Sorting Post, Answering Phones, Multi-tasking, Customer Support, Scheduling, Sales, Marketing, IT

Place of Work

Due to the nature of the role, remote working will not be available.

Apply or find out more

For more information please call 01282 452255 or email hello@financialaffairs.co.uk