

Job description:

Receptionist

Reports to: Studio Manager

Based at: Levitt Bernstein, Thane Studios, 2-4 Thane Villas, LONDON, N7 7PA

Purpose: To provide a professional and warm welcome to callers and visitors and oversee front of house, as well as provide admin support where needed.
Working hours: 8.30am to 2.00pm

Key responsibilities

Front of house

- Assist the Studio Manager and Studio Assistant to ensure that front of house and front yard are clean and tidy
- Greet and welcome visitors and ensure they sign-in and out. Notify those they have come to visit.
- Answer incoming calls promptly and politely and transfer to the person requested or an appropriate alternative
- Direct callers to voicemail or take down clear and precise messages and forward by email
- Co-ordinate with Studio Assistant to provide refreshments for visitors and meetings as and when required
- Open up the studio at 8:30am (intruder alarm / shutters / unlock bin store)
- Assist with fire drills and evacuations
- Assist Studio Assistant in London and Studio Administrator in Manchester as required.

General reception duties

- Manage the reception in-boxes and forward incoming emails to the relevant people
- Open and date stamp all post (except for post marked private and confidential) and distribute accordingly. Scan all project related post and email to recipient as well as handing on the paper copy
- Frank outgoing mail, ready for collection by the postman. Ensure the Studio Assistant knows if there's mail to be collected at the end of each day, chasing Royal Mail as necessary
- Sign for incoming packages and deliveries and notify recipient that a package has arrived
- Order couriers as appropriate. Chase couriers to ensure packages are collected and delivered on time, particularly for tender submissions
- Book travel and accommodation and log accordingly Oversee central email accounts
- Management of the daily staff sign and out including absence records and report to HR Manager??
- Other Ad hoc tasks and administration as required.

Skills

- Excellent communication skills
- Confident, professional, and friendly manner
- Good time management, with the ability to prioritise
- Microsoft Office