



JOB DESCRIPTION

Receptionist (Part Time)



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Receptionist

Position	Receptionist
Department	Reception
Reporting to	Reception Manager
Office	Bishop's Stortford & London

Overall Purpose

To deliver a professional first class service to all clients, staff and other visitors to the firm for both the Bishop's Stortford and London offices.

Main Tasks

- » Operation of main switchboard including the detailed logging of all calls received
- » Welcoming of clients and other visitors to the office
- » Maintaining the interview room booking diaries
- » To set up the meeting rooms in accordance with the booking:
 - Organise refreshments, lunches, etc
 - Organise any IT requirements, e.g. zoom meetings and troubleshoot any technical problems
- » Recording any cheques or cash that are left with reception by clients
- » Receiving and signing for recorded post, making sure that the intended recipient receives the documents
- » Organise couriers as and when requested
- » Redirect computer email faxes as received to the correct department/individual
- » Responsible for petty cash and stamps
- » Provide administrative assistance to our document storage team
- » To provide assistance to the London office

This job description is not a definitive list or exhaustive list of responsibilities but identifies the key responsibilities.

Job Specification

	Essential	Desirable
Education Qualifications	Good all round education including GCSE in English and Maths (or equivalent)	
Experience	Reception experience	Experience within a professional firm
Personal Attributes	Well organised Can use own initiative Can prioritise workload	
Competencies	Excellent IT skills Good communicator both oral and written Works well in a team	
Other Factors	Can work to deadlines Works well under pressure Good attendance record	

17 February 2025