



Receptionist

London

£20K Increasing up to £22K after probation period

Full time

Our client seeks to deliver the highest quality of personal care and assistance to individuals that need it, helping them maintain their comfort, security and dignity, as independently and safely as possible in their own homes and communities.

The post holder will be a member of the administrative support staff of the organisation, with specific responsibility to act as first point of contact with visitors, staff and telephone callers; as well as providing general administrative and clerical support to the office.

The role will entail:

- Welcome all visitors, controlling the issue of visitors' passes, and notifying members of staff as appropriate. Maintaining a list of visitors, and signing-out books for staff and visitors, in order to ensure an orderly evacuation of the buildings in the event of an emergency.
- Operate the telephone system, and ensure that messages are efficiently distributed to the correct person in question.
- Effective use of a number of IT packages such as word processing, spread sheets, email and any specific software the organisation utilises.
- Respond to email and postal enquiries where appropriate or pass communications along the relevant person.

The ideal candidate:

- Strong communication and administration skills and effective IT skills in relation to Microsoft office.
- The ability to maintain clear and accurate written and electronic records and follow statutory reporting procedures.
- An ability to present themselves well, including being friendly, confident and professional, as well as possessing a calm, discreet and confident nature.
- They are able to prioritise their workload.
- Experience in a customer service role.
- An understanding of the care industry.

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