

**JOB SPECIFICATION**

Role: Receptionist

Location: Hatten Wyatt, 51/54 Windmill Street, Gravesend, Kent, DA12 1BD

Hours: Full time; 9am – 5:30pm Monday - Friday

Salary: Dependent upon experience

Job Description:

Daily duties include liaising with clients, handling incoming calls and conveying messages, assisting with switchboard enquiries, processing all incoming and outgoing post and distribution of the same, making appointments, fax machine administration/reports and ensuring the Reception Area is clean, tidy and presentable at all times. Additional responsibilities include general administration tasks relevant to an office environment such as diary management, scanning, opening files, monitoring and/or fetching stationery and providing refreshments to clients/staff, where appropriate.

This is a “front of house” role and therefore candidates must maintain a helpful, friendly and professional manner at all times.

Candidates:

Successful applicants will have previous Reception experience, preferably from a legal background or within an established office environment. Candidates must be smartly presented with an eye for detail and the ability to work proactively and use their initiative. This is a client facing role and therefore a professional manner coupled with good technical competence is essential. Knowledge of all Microsoft packages (Excel, Word & Outlook), plus Partner 4 Windows would be advantageous.