



RECEPTIONIST.

We are looking for a full time, friendly, efficient and pro-active receptionist for our office in Broome, Stourbridge. This is a fundamental and important role within the company. We work in a fast-paced environment, so you must be able to cope with a demanding and very varied role.

Job Summary

To provide reception duties (telephone answering, meet and greet) and office management support to assist with the smooth and efficient running of the company.

Reception Duties:

- To be the “face of Top Banana” by being the first point of contact
- Welcome and look after visitors and clients for the duration of their stay
- Answer the telephone in an appropriate manner, relay calls and messages to relevant person
- Ensuring the opening/closing procedure and health and safety checks are done daily
- Support with setting up conference calls
- Deal with incoming/outgoing post and delivery of parcels
- Booking in office contractors when required
- Courier management and recording
- Ordering of supplies for the general use of the office e.g. stationery, kitchen supplies etc.
- Set up meeting rooms and edit suites when required
- Ensure reception area, kitchen and meeting rooms are kept clean and tidy
- Organising & assisting with onsite functions and studio bookings
- Updating Reception Show Reel

To assist the Central Services team with duties including:

- Maintaining calendars – reception calendar, studio bookings
- Supporting team with health and safety duties
- Producing letters, documents and reports as requested
- Photocopying and laminating
- Assisting with storage management
- Uniform management
- ISO9001 support
- Other duties as required

Person Specification:

- Previous reception or customer service experience is essential
- Flexibility – the role does require some flexibility of hours to open and close the office when required
- Microsoft Office experience a must including Outlook, Word, PPT and Excel
- A quick learner who can use their own initiative
- Confident with a welcoming personality
- Excellent communication and interpersonal skills
- Demonstrate a high attention to detail
- Experience of working within a team environment
- Ability to multi-task and prioritise a variety of work
- Flexibility is essential in this role
- Please note due to our rural office location and requirements of the role you must be a car driver

TOP BANANA.