

Receptionist

Poten & Partners is an international, employee-owned company providing consulting, commercial advisory and brokerage services to the energy and ocean transportation industries. Poten has more than 175 employees located in six countries around the globe.

Job Description

Poten is seeking a receptionist to join our Central London Office. We are looking for a polished and reliable receptionist to provide the highest standard of service to our callers and visitors. We have a low-level visitor flow, so the ideal receptionist should be proactive in the role and can set about tasks without being prompted.

Duties include

- Ensuring the reception desk and switchboard are manned at all times
- Receiving visitors at the front desk by greeting, welcoming, directing and announcing them appropriately
- Operating the switchboard and answering calls, screening and forwarding incoming phone calls, taking and forwarding messages accurately
- Reservation of meeting rooms on Outlook, ensuring they are prepared with required catering and presentable at all times
- Keeping the reception, meeting rooms and kitchen areas tidy and well stocked
- Receiving and sorting daily mail/deliveries and organising outgoing couriers
- Administration ad hoc duties (ordering stationery and office supplies etc.)
- Attendance record keeping and administration
- The ability to demonstrate teamwork and assist with admin overflow work from the Office PA.

Desired behaviours

- Proven work experience as a Receptionist or similar customer service role
- "Can do" attitude and happy to work as part of a small admin team
- Able to work under own initiative in a methodical manner
- Professional and mature attitude
- Solid written and verbal communication skills
- Good time keeping and reliability
- Good knowledge of MS Office

Start date is mid-September

To Apply: Please send your CV and cover letter to london@poten.com