

International practice based in Central London is recruiting a **French speaking receptionist/administrative assistant** for their London practice. This is a very busy environment where you will need to use your initiatives and your common sense. This role involves representing the firm and welcoming visitors. Personal appearance, politeness and good manners are essential. As the receptionist, you will be working with the back office team and will report to the Office Manager.

ROLE :

- Answering the phone in both French and English
- Looking after clients visiting our premises (coffee, Wi-Fi access ...)
- Opening the post – registering it on Excel – handing it out to relevant staff members.
- Preparing post out – registering it on Excel
- Booking biker/express couriers
- Copying/scanning and filing all documents arriving and leaving the building
- Maintaining the day book (visitors and employees)
- Daily holiday/absence register to maintain on Excel & monthly reconciliation to timesheets & day book
- Travel bookings, mainly for the partners
- Controlling allocation of swipe cards, cable locks, office keys...
- Creating swipe cards for staff members
- Managing suppliers orders for the office, including weekly stationary top-up
- Checking supply levels in each of the 3 kitchen on a daily basis (coffee, milk ...) and for photocopiers (paper)
- Distributing documents to/ from both partners offices twice a day
- Checking shredders status twice a day
- Social events organisation 3 - 4 times a year
- Booking meeting rooms
- A limited amount of typing, mostly using letter templates
- Occasional mail shots (1 to 2 times a year)
- Archiving on a regular basis any files no longer needed (every 3 months or so)

PROFILE:

- Fluent French and English
- Lots of common sense and a “can do” attitude necessary as this is a very busy role.
- Strong IT skills including Word and advanced Excel level
- Excellent presentation and communication skills
- Strong organisation skills
- Ability to work in a team

SALARY AND BENEFITS :

- C£ 27300
- Pension 3% if equivalent 3% contributed by employee
- 8h30 to 17h00, 5 days a week
- 25 days holidays (between 1 September and 31 August)

