



Office Receptionist (Jersey)

The Office Receptionist is responsible for the day-to-day running of the reception and other client areas within the building, ensuring high levels of efficiency and communication. The role will also be expected to assist the business through administrative support where required, in areas such as travel booking, office management and communications.

Key responsibilities

- Act as the first point of contact for clients and visitors, providing a professional and welcoming experience.
- Manage all incoming communications, including telephone, email and post, ensuring messages and information are passed promptly to the relevant teams.
- Oversee meeting rooms and client-facing areas, maintaining high standards of presentation, replenishing stock and coordinating deliveries.
- Organise in-house meetings and lunches, liaising with external suppliers as needed.
- Maintain marketing materials in meeting rooms, including factsheets and brochures.
- Manage the electronic diary for meeting rooms, including scheduling, setup and post-meeting clear-down.
- Accurately record and manage visitor logs, security passes and access keys.
- Provide general administrative support such as electronic filing and coordination of office activities.
- Arrange travel bookings for Jersey-based colleagues, including flights, taxis and accommodation.
- Any other general duties that may be deemed necessary to support the day-to-day running of the office, contributing to an efficient, well-organised and welcoming environment.
- Build positive working relationships across all departments, sharing best work practices wherever possible.

Additional Responsibilities

- Provide receptionist support for other companies occupying the building, ensuring a professional and welcoming experience for their clients and visitors too. This includes greeting clients, escorting them to the appropriate offices,

offering refreshments and maintaining stock levels of office and kitchen supplies to ensure all shared areas are fully equipped and well presented.

Other Requirements

- You will adhere to company policy, procedures and business ethics and will be responsible for managing your own time.
- Strong interpersonal skills with the ability to clearly communicate and deal effectively with customers, suppliers, clients and colleagues at all levels.
- IT literate with the ability to use systems such as MS Office Applications, Word, Excel and Outlook.
- Ability to prioritise multiple tasks whilst working to structured deadlines, enabling the smooth and effective management of the office.
- Ability to work in a high-pressure environment.
- Willingness to go the extra mile.