

Receptionist

Reporting to Office Manager | Head of Admin

Company Description

Squire & Partners is an architecture and design practice with experience spanning four decades, earning it an international reputation for architecture informed by the history and culture of where it is placed. Its award-winning portfolio, for some of the world's leading developers includes masterplans, workspace, retrofit, residential, hotels, retail, education and public buildings. In addition, the practice has a series of dedicated departments for interior design, modelmaking, computer generated imaging, illustration and graphics.

Role Description

Key requirements:

Switchboard:

- Answer all calls professionally and quickly.
- Redirect calls or take messages.

Greeting visitors:

- Greet visitors in a friendly and helpful manner.
- Ensure visitors are directed to the appropriate area of the building.

Meeting rooms and reception area:

- Organise the meeting room diaries.
- Ensure the meeting rooms are serviced by preparing and clearing refreshments.
- Ensure reception is clean and tidy at all times.

Post/General Incoming Mail:

- Distribute incoming and sort outgoing post.
- Handle incoming deliveries throughout the day.
- Monitor incoming emails, forward or respond where necessary.

Skills:

- Excellent communication and interpersonal skills.
- Strong organisational abilities and adept at multi-tasking.
- Knowledge of software including Outlook, Word & Excel.
- Good attention to detail
- Punctual
- Friendly and approachable

What we offer

At Squire & Partners we combine hard work with a lively social life and strong team spirit, with year-round events including summer team days out, weekly yoga classes and an annual office trip abroad. Our benefits package includes BUPA comprehensive medical cover, pension top-up NI contribution, 20+ days holiday plus time off between Christmas and New Year, enhanced maternity/paternity, subsidised lunches, membership of our private rooftop members club, weekly sports activities and Cycle to Work scheme.

We offer a competitive salary dependent on experience. The successful candidate will have the opportunity to work in our RIBA award-winning offices at The Department Store in Brixton, based 5 days a week from the office, 9am to 6pm.

Applying

Squire & Partners is committed to being an equal opportunity employer and strives to always ensure equality of opportunity and the fair treatment of its staff, supporting diversity and inclusivity. It is the practice's policy to treat all job applicants and employees equally.