



RECEPTIONIST

JOB DESCRIPTION

Full time (Monday-Friday)

Starting ASAP

We are looking for a bright individual to join our front of house team in the smooth running of Cityscape Digital. You will have a myriad of reception and PA tasks to keep you busy - and you will be expected to be able to juggle a few tasks at once. An excellent phone manner and presentation is essential to the role.

Cityscape is a family, and our Reception team are at the heart of that. Reception are the first point of contact for every guest, and we treat every guest, whether they are a client or the postman, as a member of the family and welcome them accordingly.

We also sublet part of our studio to three small start-up companies who are working within our industry, and our Reception team look after their clients, meetings and other small tasks as well.

If you think this sounds like it could be you, please read on...

ROLES AND RESPONSIBILITIES

Roles and responsibilities include but are not limited to...

GENERAL RECEPTION

- Answering phone calls, transferring/announcing calls
- Meeting and greeting clients in Reception - making them welcome
- Maintaining a high standard of studio cleanliness - responsible for studio, kitchen and sometimes other staff!
- Book Reception cover for holidays and sickness; working alongside temps and sometimes solo where necessary
- Post and packages
- Ordering cabs and couriers
- Ad-hoc errands
- Fridge clear out
- Ordering stationery, weekly food and filtered water for office, and handling the FoH budget Filing
- Staff expense processing
- Reception duties and general assistance of other companies working within our office space at our Old St studio
- Assisting other teams with ad-hoc requests such as proofreading, LinkedIn research and client research
- International and UK wide travel bookings; liaising with senior staff on flights, accommodation and necessary visa requirements where appropriate

STUDIO FACILITIES

- Liaising with workmen/delivery people
- Maintaining security and health and safety procedures
- Ordering furniture and set up for meetings, events and photoshoots
- Booking and organising social events; Christmas party, summer party, birthdays, leaving drinks etc, and booking client lunches

REQUIRED EXPERIENCE

- Experience as either a Receptionist or PA (2-3 years desirable)
- Professional attitude and welcoming personality
- Responsible and trustworthy
- Attention to detail on all tasks; from administrative duties to office tidiness
- Good spelling, literacy and numeracy skills
- Good time management and timekeeping
- Creative interests outside of work considered a bonus

ESSENTIAL SKILLS

- Proficient knowledge of Google and Microsoft Office suites
- Experience processing expenses and finance administration a bonus

CITYSCAPE DIGITAL

Cityscape Digital is a large leading visualisation studio located in the heart of Shoreditch, London's coolest neighbourhood. We produce some of the highest quality visuals, interactive, VR and film in the industry. We work with the world's top architects and property developers. Most of our work is in London. We established the Creative Lighting training and inspiration brand in 2014 in Athens, and opened a VR studio in NYC in late 2016.

HOW TO APPLY

If you are interested please send a CV to recruitment@cityscapedigital.co.uk with the email subject "Receptionist 2019".