



PURPLE

LONDON - NEW YORK - LOS ANGELES

Purple is seeking a smart, professional Receptionist for our UK offices in London W1. This is a great opportunity for an extremely organised, efficient individual. Your role will be to deliver a friendly and effective service to all visitors and staff while maintaining the security environment, the role is also responsible for switch board, site post and parcels, and light portage. Additionally, you will be responsible for ensuring that the reception area is maintained to reflect our brand at all times.

Key Responsibilities:

Switch Board/Reception/Post room:

- Answer a high volume of telephone calls and queries quickly and efficiently. Pass messages quickly via email or in person.
- Proactively deliver a secure environment for staff, visitors and stock at our offices.
- Maintain the access system and associated data base of staff at reception.
- Issue Passes for new starters.
- Assist the onsite technician to test the fire security systems and record the finding in a clear and logical manner.
- Check fire exits and fire doors are clear and in good working order and record the finding in a clear and logical manner.
- Liaise with the onsite security team to ensure front of house security is maintained and visitors are not unnecessarily delayed.
- Build and maintain a good working relationship with internal groups e.g. dispatch, accounts
- Always greet visitors and staff with a warm welcome.
- Ensure the reception area and meeting rooms are tidy (fresh flowers, clean coffee table, tidy reception desk area).
- To cover reception desk at all times and ensure there is adequate cover when you are required to attend meetings.
- Distribute post and ensure the outgoing post is ready for daily collection.
- Book couriers and maintain a register.

General Office Management:

- Ensure that main office and stationery room are kept tidy of clutter.
- Involvement in Office Health & Safety by ensuring relevant risk assessments are submitted.
- Keep a register of H&S skills, fire marshals and first aiders.
- Liaise with building manager, maintenance, cleaners and telephone co, as needed.
- Liaise with external contractors to ensure the smooth entry into our office
- Ensure staff notice boards are updated with correct information.
- Act as a fire warden and following suitable training, to act as a first aider and maintain the accident book.
- To provide ad hoc administrative assistance to the Directors, finance and operations Manager as requested.
- Book taxis and bikes as necessary
- To help with any other reasonable request from the business or manager.

Skills and Experience:

- Previous reception experience is required ideally in a luxury brand, hotel or corporate environment
- Above all the successful candidate must be personable, efficient and have the ability to use their initiative.
- Excellent at multi-tasking with organisational skills second to none.
- Competent user of Excel, Word and Outlook.
- Pro-active and able to show initiative/ideas to constantly improve the service to the business.
- Good verbal and written communication skills
- Excellent eye for detail and high level of discretion
- Be able to use judgment and seek guidance with confidential issues.
- Numerate
- Proven ability to work to stringent deadlines

Location: London, W1

Hours: 40.5 hours per week

To Apply:

Please send your CV and a supporting cover note explaining why you are suitable and interested in this opportunity to careers@purplepr.com. Applicants must be eligible to live and work in the UK.