

Experienced receptionist required for Lucinda Ellery Consultancy

The Lucinda Ellery Consultancy is a dynamic, innovative, family run business specialising in hair loss and professional hair extensions; with locations in London, Manchester, Edinburgh, Bristol and Los Angeles. We are currently looking to recruit a dedicated, hardworking and enthusiastic individual to join our reception team in our flagship London studio. (W6)

Job role:

- Provide a warm, friendly and welcoming reception for clients
- Maintain diary management system (Shortcuts)
- Proactively build an effective working relationship with clients and colleagues
- Telephone support
- Process payments accurately
- Ad hoc tasks for the management
- Ability to use initiative
- Adhere to confidentiality policies
- To always ensure that you are immaculately presented

Skills required:

- Punctual and reliable
- Professional telephone manner
- Customer service experience*
- Proactive multi-tasker
- Ability to prioritise tasks effectively
- Good MS Office skills ie Outlook, Excel and Word

*Experience in the hospitality industry preferred but not essential.

Hours of work are Tuesday to Friday 9.00am to 6.00pm with an hour for lunch and on a Saturday 9.45am to 5.00pm with half an hour for lunch.

Start Date – As soon as possible

Starting Salary is negotiable depending on experience

This position is a fantastic opportunity for a professional, highly presentable and self-motivated individual looking to be part of a highly rewarding and fast paced environment.

To apply for the above position you must be eligible to work in the United Kingdom and/or have at least 1 ½ years remaining on your working holiday visa and the ability to comply with Lucinda Ellery grooming guidelines.