

**\*\* NEW JOB\*\*** A prestigious property company is seeking a Central Receptionist. Based in Richmond and paying up to £22,000. If you are interested, please email your CV to [emma.colville@questprofessional.co.uk](mailto:emma.colville@questprofessional.co.uk)

Job: Central Receptionist

Location: Richmond

Salary: £22,000

**Job description:**

The role focuses on answering overflow calls from many different company offices across the country, registering applicants and passing on accurate messages to the correct person/department.

- Responding to all enquiries on the Live Chat feature on the website and dealing with appropriately.
- This is a dynamic role, ideal for someone who enjoys multi-tasking and the hustle and bustle of working on the front line.
- Maintain good relations with all employees and clients.
- The maintenance of excellent customer relationships (Staff and callers) and operate to the very highest professional standards.

**Candidate profile:**

- A reliable, confident and well-spoken individual who is able to deal with general enquiries and record information on our computer system.
- Candidates must be friendly and professional with an excellent telephone manner.
- Candidates should be smartly dressed and well presented.
- The successful candidate will have exceptional customer service skills and understand the importance of creating an excellent first impression on clients
- Candidates should be enthusiastic, helpful and have good computer skills