



GILSONGRAY

LAW • PROPERTY • FINANCE

Vacancy

Front of House Assistant

Front of House Assistant

Location Edinburgh
Hours 8.45am – 5.15pm / 37.5 hours per week
Would consider job share (8.45am – 1.00pm, 1.00pm – 5.15pm)

Main Duties:

The role is to provide a professional front of house service to our clients and staff by answering telephones calls, taking messages and greeting clients when coming to the office.

Reception:

- Operate the switchboard answering calls in a prompt and professional manner and directing to the appropriate individual. Ensure messages and information are correctly communicated
- Meet and greet all visitors and staff from other locations in a polite, friendly and efficient manner;
- Operate room bookings via the on-line booking system efficiently and effectively
- Prepare rooms for meetings/seminars and returning rooms to order.
- Liaise with catering suppliers to ensure an efficient catering service to our people and clients
- Book taxis as requested in a timely manner and record bookings
- Facilities Support:
 - Assist with the distribution of internal and external mail.
 - Deal with outgoing mail, using correct procedures
 - Maintain the reception area to a high standard

If you think you have the passion and know-how, get in touch!

To apply, please submit via email your CV and a covering letter to recruitment@gilsongray.co.uk



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