

MALVERNS

Established in 1975

Malvern Court Onslow Square London SW7 3HU Telephone: 020 7589 8122

RECEPTIONIST REQUIRED **South Kensington London**

Malverns Estate Agents is looking for a receptionist to be responsible for greeting visitors to the office, answering phones and taking messages and receiving and distributing mail.

In addition you will carry out general office duties such as keeping the reception and meeting area tidy, ordering stationery, and franking and sending out mail. Photocopying and secretarial duties will also be required.

The applicant will need to be well presented, polite and professional; be able to work as part of a team; have good time management skills and be flexible in outlook.

A knowledge of Microsoft Word and Excel essential.

Salary dependent upon experience.

Please contact claire@malverns.co.uk

