

Great change is here.

Linklaters



Are you ready?

Overview

Linklaters LLP is a law firm which specialises in advising the world's leading companies, financial institutions and governments on their most challenging transactions and assignments. With offices in major business and financial centres, we deliver an outstanding service to our clients anywhere in the world. To support our Operations Team we are currently looking for a :

Receptionist & Operation Assistant (full time) (m/f)

Key Responsibilities and Challenges Reception

- Take ownership of the internal and external visitor experience, to ensure all visitors leave with a positive experience
- Delivery all core front of house services such as sign-in, badging, deliveries, taxis, flights and accommodation bookings
- Receive, direct and relay telephone, email, and other queries via reception
- Greet, assist, and direct candidates/new hires/visitors appropriately
- Continual awareness of all onsite events, to ensure visitor experience is personalised and optimised
- Proactively contribute to maintaining the highest standards of presentation and meeting and event areas, with great attention to detail
- Monitor meeting room including meeting room reservations, paying attention to every detail such as catering, IT requests, furniture, equipment, cleaning, and consumables
- High awareness of local area services such as restaurants, hotels, and transport, to support clients and visitors
- Provide response to meetings and events enquiries

Key Responsibilities and Challenges Operations

- Mail distribution
- Management of office supplies and control of their availability
- Control of equipment and material available to new joiners (personal badge, supplies, mailbox, etc.)

- Ensuring the well-being of employees and monitoring of individual equipment (chair adjustment, desks, air-conditioning or blind problems, electric bikes controls, massage appointments, follow-up of online concierge services, etc.)
- Supervision of office removals / rearrangements and coordination of small day-to-day repairs together with the technical team
- Access cards management (creation, control, update)
- Training new staff on certain IT tools
- Setting up meeting rooms as required
- Assisting the operations manager in certain projects and administrative support.

Qualifications and Skills required

- A first experience as a receptionist in a front-line customer service area within a professional service firm or a bank
- Good command of English and French
- Superior communication and customer care skills
- Excellent presentation and pleasant manners
- Strong teamwork ethic
- Experience with Microsoft Office software
- Excellent organisational and analysis skills

We offer you

- The opportunity to integrate a multicultural environment
- The opportunity to work for an ambitious firm with a clear sense of direction
- Intellectually challenging and rewarding work
- Top-quality training and career development

If this opportunity is the challenge you are looking for, please apply [online](#).

For any further information, please visit our [website](#) or [Facebook](#) and [LinkedIn](#) pages.

Confidentiality guaranteed