

## RECEPTIONIST & ADMINISTRATIVE ASSISTANT

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### ROLE SUMMARY

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The LOWE Group specialise in providing property owners with a professional, efficient and low-cost solution to the issues arising from vacant buildings, through property guardianship, workspace and creative uses, charitable occupation and traditional security. We always place social impact at the heart of everything we do, whilst providing our clients with the most cost effective solution to leaving a building vacant.

We are looking for a new Receptionist and Administrative Assistant to sit across two of our businesses, LOWE Works and LOWE Management. You must be highly enthusiastic and organised, with exceptional people skills and a proven ability to multi-task, whilst managing a large volume of enquiries.

### KEY RESPONSIBILITIES

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- Managing the LOWE Works Parsons Green workspace front desk, acting as the face of the brand and assisting all guests and tenants.
- Managing the marketing of vacant private offices and desks within the workspace to ensure that optimum capacity is maintained.
- Maintaining the workspace to a high standard and managing all systems
- Managing the LOWE Management phonenumber
- Providing administrative support to the LOWE Directors
- Organising workplace drinks and events

### ROLE PROFILE

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- A self-motivated individual who prides themselves on being proactive
- Excellent customer service, communication and organisational skills
- Positive, outgoing and enthusiastic to do a high-quality job at all times
- Ability to prioritise workload, efficiently manage diary
- Enthusiasm for identifying and embracing new ways of working and good practice

### BENEFITS

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- £22,000pa salary
- 25 days holiday (+ birthday day off)