

Receptionist

London | City

£Excellent + Bonus + Benefits

www.cfcunderwriting.com

About CFC:

CFC is the largest independent Managing General Agent (MGA) in the UK. Our focus is speciality lines, niche markets and emerging risks, and we have the largest cyber insurance underwriting team in London. Backed by more than 30 Lloyd's syndicates, CFC delivers insurance to over 60,000 businesses in more than 60 countries. We're privately held and growing faster than our competitors and the market.

Although insurance is a serious business, our culture isn't too corporate and we don't take ourselves too seriously. We are one-team and enjoy a culture of openness and encouragement and invest heavily in the learning and development of our people. Our working atmosphere is friendly, supportive, and fun.

The Role:

To provide a full range of services for a busy reception. This role requires someone that remains professional, friendly and provides an efficient service to all clients – both internal and external.

The role will require you to work split shifts (reception cover required between 8am until 6pm), with some flexibility at times.

Key Responsibilities:

- First point of contact for all visitors to the Company.
- Operation of the switchboard and responding to all callers in a polite and efficient manner.
- Accurate message taking of telephone calls
- Manage meeting room diaries and be responsible for setting up IT equipment, organising refreshments.
- Maintain the reception area in a tidy manner so that a favourable first impression is given to clients and visitors. Maintain all other common areas (meeting rooms, break out areas, tea points etc) in a tidy manner also.
- Co-ordinate breakfast / lunch meetings and catering when required.
- Restaurant bookings
- Incoming/outgoing post (to include special delivery items, couriers etc).
- Maintaining stocks in kitchens i.e. crockery, preserves etc.
- Assisting the Office Manager when required.
- Administration – assisting with ad-hoc duties
- To ensure that your key responsibilities are consistently carried out in a professional and courteous manner.

- Ability to prioritise on a daily basis and be highly organised.
- To ensure that attention to detail is used at all times.
- Excellent time keeping.
- Work effectively as part of a team.

Skills & Abilities:

- Excellent telephone manner.
- Excellent client interfacing/meeting and greeting clients
- Demonstrates a professional approach at all times
- Attention to detail.
- Good communication skills, courtesy and patience
- Good command of the English language, spoken and written.
- Ability to gain a good knowledge of the Company and its employees.
- Confident, energetic and assertive.
- Computer literate.
- Presentable and have a flexible attitude.

Knowledge & Experience:

- At least one year Reception experience.

Professional Qualifications:

- Minimum GCSE level.
- Computer literacy with strong MS Outlook skills essential

Interested?

Please email your CV to our recruitment team. Email: recruitment@cfcunderwriting.com