**Job Title: Corporate Receptionist**

**Reports to:** Facilities Team Leader   
**Location:** Reading  
**Contract Type:** Part-time, Working hours: 08:00 – 14:00 or 12:00 – 18:00 on a rota basis

**Holiday**: 20 days

**About the Role**

We are seeking a highly professional and polished **Corporate Receptionist** to be the welcoming face of our organisation. This is not just a front desk role — you will be representing the company to high-profile visitors, clients, and stakeholders, ensuring a first-class service and seamless front-of-house operation.

**Key Responsibilities**

**Front of House Excellence**

* Greet and welcome all visitors, clients, and contractors in a warm, professional, and courteous manner.
* Ensure visitors are signed in, provided with passes, and introduced to their hosts promptly.
* Maintain an immaculate and organised reception area at all times.

**Client & Visitor Experience**

* Provide a premium standard of service at every interaction, ensuring visitors feel valued and respected.
* Assist teams with any requirements.
* Anticipate visitor needs and proactively resolve any queries.

**Professional Communication**

* Answer and direct calls in a clear, polite, and efficient manner.
* Manage the reception inbox, responding promptly to enquiries.
* Liaise with internal teams regarding meetings and visitor logistics.

**Administrative & Facilities Support**

* Manage incoming and outgoing deliveries in line with company procedures and GDPR requirements.
* Report any maintenance or cleaning issues to help desk.

**Security & Compliance**

* Follow strict site access control and visitor management procedures.
* Ensure all health & safety and GDPR guidelines are upheld.
* Monitor visitor and contractor movements to maintain site security

**Skills & Experience Required**

* Proven experience as a receptionist, front-of-house, or in a client-facing corporate role.
* Exceptional interpersonal and communication skills, both face-to-face and over the phone.
* Highly organised with the ability to prioritise and multitask in a busy environment.
* Immaculate personal presentation and a professional demeanour.
* Proficiency in Microsoft Office and confidence using booking/visitor management systems.
* Ability to maintain discretion and confidentiality at all times.

**What We’re Looking For**

* A confident, approachable, and polished professional.
* Someone who takes pride in delivering exceptional service.
* A team player who is adaptable and willing to go the extra mile.