**Job Title:** Receptionist

**Full Time**

**About Asia House**

Asia House is the leading pan-Asian organisation in the UK. We are based in central London in a beautiful Grade II listed Georgian building, which includes three grand Fine Rooms, Library, museum standard Gallery and a contemporary Studio. We make these spaces available to clients for functions ranging from conferences to receptions. For more information on the work we do, please visit [www.asiahouse.co.uk](http://www.asiahouse.co.uk).

**Job Purpose**

We are looking for an experienced Event Receptionist to work at Asia House. As a receptionist you will be public facing, meeting and greeting people in a professional and friendly manner. You will also be responsible for ensuring the reception area is kept tidy and clean at all times. As you will be interacting with high-profile guests, you will be well organised, self-motivated and confident individual.

**Key responsibilities**

Welcoming people in a professional and friendly manner ensuring highest level of care

Managing of Porters & setup of event space

Managing the part time reception team

Taking general inquiries and filtering calls

Directing calls and obtaining the right information

Membership management

Event & ticket inquiries

Dealing with credit card/other payments

**Skills & Experience**

Previous experience as an Event Receptionist

Able to deal with high-profile guests

Strong work ethic

Excellent customer service

Excellent and confident telephone manner

Excellent communication skills

High level of professionalism

Experience with membership management is a bonus

**Location**

Asia House, 63 New Cavendish Street, London, W1G 7LP

**Salary Band**

Circa £21,000.00

**Probation Period**

3 months

**How to Apply**

Please send a CV and cover letter to recruitment@asiahouse.co.uk explaining why you want to join Asia House and how you meet the competencies set out in the job description.

**Closing Date**