



**Job Title: Reception/Office Support**  
**Location: London Bridge**  
**Job Type: Fairtrade**  
**Hours: Full time(9am – 5pm)**  
**Wage: £20,000 per annum**  
**Start date: Immediate Start**

**Benefits:**

**8% Pension contribution**  
**25 days holiday per annum**

**About the Company**

We are the UK's leading Fairtrade chocolate company, a co-operative of cocoa farmers in Ghana. We are award-winning social enterprise that's passionate about chocolate, empowering small-scale farmers and challenging conventional business. We have an exciting opportunity for a Receptionist/Office Support person to join our small busy, committed and friendly team.

**Duties and Responsibilities:**

- **Answer the telephone and deal with all calls appropriately.**
- **Welcome visitors to the office and make them drinks.**
- **Ensure areas of office are presentable, including large deliveries.**
- **Manage incoming and outgoing post, including large deliveries**
- **Pack up parcels, and book local, national and international couriers, ensuring smooth delivery.**
- **Support the Marketing team with campaign mails outs**
- **Assist with organisation of Reception events**
- **Book taxis and order lunches for meetings**
- **Respond to all website and written enquiries and amange the info Mailbox**
- **Purchase supplies and equipment for office.**
- **First point of contact for solving day to day problems with office and equipment.**
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**Essential Skills/Qualifications:**

- Minimum of 1 years office experience
- Educated to A-Level standard or equivalent
- Very good standard of written and spoken English
- Numerical accuracy
- Ability to communicate effectively at all levels e.g diplomatic, persistent
- Confident telephone manner
- Ability to lift and carry parcels
- Attention to detail
- Organised approach to all tasks
- Team player

**To find out more, please call Waterloo Job Shop on: 0207 202 6930**

