

Receptionist/admin working for a fantastic sport betting company in Old Street with a wonderful culture. This is a great opportunity for someone looking for a role where they can add value and be part of a close knit team.

You will be working alongside the Office Manager/Hr Manager who will act as a fantastic mentor to you.

Duties will include managing front of house duties, meeting and greetings guests and clients, assisting with office management, managing the orders for lunches, office supplies and stationary. Long term there will also be the opportunity to pick up PA duties to Business Development Director and support to the Office Manager.

We are looking for a confident, warm and bright individual who has bags of common sense and a naturally service driven approach to work. Ideally you will have at least a year's reception/admin experience or similar role within a professional environment.