

RECEPTION

- **\$33 - 38,000 plus superannuation plus benefits**
- **Toorak Road Location**
- **Stylish Corporate Offices**

This ASX listed business has operations in the USA, European Union and Australia. This role is based at the Group Head Office which is situated on Toorak Road.

They are focussed on creating a friendly, functional business environment for their 'Front of House' activities.

As a valuable and important member of the Head Office Team your role will be busy and diverse. You will be the first point of contact via the phone and face to face representing the business at all times in an appropriate and professional manner.

The role will involve total control of booking, setting up and maintaining meeting rooms, the executive board room and conference rooms. In addition to meeting and greeting visitors you will also have the ability to undertake a variety of duties at the direction of Senior Management.

The successful person will have a bright, bubbly personality yet always be aware of the role of Reception in providing the most enduring memory of a company.

You will be a self starter with high levels of personal presentation and will have a mature flexible attitude.

To apply for this exciting role please email your CV and covering letter to Jon Vonk at jon@vonk.com.au, quoting Ref WT987