

## **Receptionist/(Jnr)Office Manager**

Learning Technologies Group plc (LTG) was formed in 2013 by a group of highly experienced corporate leaders and learning technologies specialists. LTG is a dynamic group of businesses representing the best in breed of the learning technologies sector. These include LEO, gomo, Preloaded, Eukleia, Epicentre and NetDimensions.

This is a very exciting time to be joining LTG. We are looking for a proactive, enthusiastic, organised and helpful individual to join our growing team at our offices in Cannon Street. Together with the Office Managers, you will be the first point of contact for anybody visiting or calling in to the office.

This is a fantastic role for anybody who likes to be kept busy, as you will be working under 4 companies - LTG, LEO, Eukleia and Netdimensions.

### **Main Duties**

#### **Administration**

- Monitoring and ordering office supplies such as milk, tea, coffee and stationary.
- Health & Safety responsibilities including acting as a Fire Warden and a First Aider (if needed).
- Office maintenance.
- Employee office inductions.
- Liaising with office cleaners to ensure high standard of cleanliness.
- General office administration duties- including filing, scanning and binding.
- Liaising with building management.
- Arranging UK and Overseas Travel when Office Managers aren't able to do so.
- Assisting London office manager with overflow of tasks.
- Organising social events.

#### **Reception**

- Greeting, showing people to the correct meeting room and providing refreshments for meetings.
- Arranging lunches for internal and client meetings.
- Answering telephones and redirecting calls.
- Managing the booking of meetings rooms.
- Liaising with couriers and handling incoming and outgoing mail.