

Here.

Here Design
Front of House

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Who We Are

Here is a company of thinkers, writers, designers and makers that work together to create beautiful and useful things.

The Role

We are looking for a Front of House to join our team! You will be based on reception at our beautiful studio in London Fields, and report into our Studio Manager. A snapshot of your duties in this varied role include:

- Warmly welcoming Here's team, clients and visitors
- Answering all incoming calls
- Keeping our studio looking beautiful and useful
- Owning our Meeting Room bookings (including making delicious refreshments)
- Supporting our team with couriers/taxis, managing diaries and monitoring mailboxes
- Co-ordinating Here's fortnightly Friday Lunches and quarterly Supper Clubs

Who You Are

This is an unmissable opportunity for someone currently working in a customer service and/or hospitality role and looking for a change of scene. You will be confident in your ability to think on your feet, handle pressure and solve problems with a calm and considerate manner. Always smiling and willing to go above and beyond your duties, you will be:

- Bright and bubbly
- Motivated
- Dependable
- House proud
- Tech savvy
- Team player
- People pleaser

Details

- Core hours 9:00 - 18:00
- Every Friday afternoon off
- Occasional evenings to assist with studio events
- Studio closed between Christmas and New Year's
- £100 voucher on your birthday
- Summer, Thanksgiving and Christmas parties
- Free Yoga
- Vitality membership: incl. free cinema tickets and 50% off a pair of sports shoes
- Free & confidential access to therapy through Self Space
- Cycle to work scheme
- Discretionary bonus

How To Apply

Say hi, and let us know why you would like to work Here, along with a copy of your CV to recruitment@heredesign.co.uk with the reference Front of House in your email subject.