



Job title: Receptionist/Events Co-ordinator
Department: Customer Operations
Reporting to: Head of Security and Customer Operations
Location: London Oxford Airport
Date: January 2022

Main purpose of job:

Reporting to the Head of Security and Customer Operations, the Receptionist/Events Co-ordinator will carry out a wide variety of duties detailed below, whilst being the face and point of contact for all visitors and customers to London Oxford Airport

Main responsibilities of the job:

- Meeting and greeting all visitors, customers and tenants to London Oxford Airport with a high level of customer service.
- Answering telephone calls and filtering to the relevant department/company;
- Managing the meeting rooms diary, as well as taking all bookings for both internal and external personnel;
- Organising refreshments for all meetings that take place in the allocated rooms;
- Liaising with the Pass Office/Post room staff to ensure the reception area is manned at all times;
- Any additional tasks as required by the Head of Security and Customer Operations within the limits of your knowledge and competence.

Working conditions

Position: Salaried - £23k
Hours Monday – Friday. 40 hours per week - On occasions It may be necessary and essential to work unsociable hours to meet the demands of the business.
Locations: London Oxford Airport