

# M A T C H E S

Receptionist – full or part time, £16-18K depending on experience

When the style-savvy shoppers of Wimbledon Village, Richmond, Notting Hill and Mayfair need to get their retail fix, Matches are there to fulfil all their fashion needs with our Womenswear, Menswear, Spy and Diane von Furstenberg (DvF) boutiques. Plus our fantastic website [www.Matchesfashion.com](http://www.Matchesfashion.com) which lets you shop all those gorgeous designers without leaving your house.

We are now looking for a Receptionist to join our very fast paced and exciting Head Office team to help us provide the a polished and professional service to employees and visitors alike.

We need someone who has previously worked in a busy reception role before or in a customer facing role. Your responsibilities will range from opening up the office, greeting all guests, monitoring and replenishing stationery and booking meeting rooms to assisting the HR Manager with absence management and other ad hoc projects.

The successful candidate must enjoy working closely with people, enjoy spending time on the phone dealing with enquiries, and have good IT skills – Word and Outlook in particular. A “can-do” attitude coupled with a ready smile and a willing approach are essential. As is the ability to reorganize your priorities as required in a busy office.

The working hours for this role are 8am-6pm for full time. Or for part time, the day will be split 8am – 1pm and 1pm – 6pm.

If this role sounds like your thing, please send your CV, together with your current salary, notice period, and preference for full or part time to [personnel@matchesfashion.com](mailto:personnel@matchesfashion.com)

We look forward to hearing from you!