

Here.

Here Design  
*Front of House*

# Here Design

## *Front of House*

### Who We Are

We are growing our team and want a part-time Front of House to join us Here.

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

### The Role

You will be based on reception at our beautiful studio in London Fields, and report into our Studio Manager. Just some of your duties in this varied role include:

- Welcoming all clients and visitors with a warm, professional and friendly manner
- Answering calls and communicating messages effectively
- Ensuring the studio is maintained to high standards: water plants, stock stationery
- Meeting Room bookings and set up including making refreshments
- Admin support: booking couriers/taxis, managing diaries, monitoring mailboxes
- Updating Here's social media accounts
- Ad hoc duties for Studio Manager e.g. researching for an upcoming event

### Who You Are

This is the perfect opportunity for someone with experience in a customer service and/or hospitality role 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:

Dependable  
House proud  
Tech savvy  
Team player  
People pleaser  
Pro-active

### Details

Core hours 9:00 - 18:00  
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  
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](mailto:recruitment@heredesign.co.uk) with the reference Front of House in your email subject.