

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.