

## Stanhope Capital Group – Receptionist

Stanhope Capital Group provides asset management and advisory services to private clients, charities, and institutions around the world.

Founded in 2004, the group offers a full range of services – wealth management, consulting, merchant banking and alternative investments – in an environment where the interests of partners and employees are aligned with clients.

After the merger with US based FWM – owner of Forbes Family Trust, LGL and Optima – Stanhope Capital Group is now one of the world's largest independent global wealth management and advisory firms overseeing close to \$28bn of client assets with offices in London, Geneva, Paris, New York, Philadelphia, Palm Beach, and Boston.

Stanhope Capital LLP positively encourages applications from suitably qualified and eligible candidates regardless of gender, race, disability, age, sexual orientation, religion, or belief. We seek to create a flexible environment which ensures our working styles work for each other and our clients.

### About the role:

The Receptionist will report to and assist the front of house manager on our busy reception setting the tone for all visitors, including current and prospective clients, as well as fund managers and any other visitors. This is a busy and varied role which will suit an enthusiastic, entry level candidate seeking to gain a broad base of experience in financial services. The successful candidate will be proactive and professional, with a 'can do' attitude.

- Greet visitors in a professional manner and make them feel welcome
- Answer the switchboard promptly, take accurate messages and transfer calls using Microsoft Teams
- Maintain meeting room booking system
- Make and serve refreshments to visitors in meeting rooms and ensure that the meeting rooms are kept neat and tidy after use
- Shared responsibility of opening and closing of the reception in a timely fashion as dictated by needs of the business
- Order menus, prepare place settings and lay out in-house breakfast or lunch
- Open, sort and deliver incoming mail and collect, frank and post outgoing mail
- Arrange outgoing couriers and receive incoming couriers
- Ensure kitchens are kept tidy and fully stocked
- Assist with photocopying, scanning, and binding on an ad hoc basis
- Set up Teams and Zoom conference meetings using meeting room laptops
- Replace photocopier ink cartridges as necessary
- Keep stock count of office supplies and equipment
- Assist with office orders such as stationery and catering
- Keep supplies cupboards tidy and organised
- Ad-hoc assistance to the Office Manager and HR e.g., arranging interviews, giving tours of the office to new joiners – potential for more!
- Full time position – 09:00am – 18:00pm

### About you:

- Flexible with a 'can do' attitude
- Excellent verbal and written communication skills
- Intermediate MS Office, specifically Outlook, Word, Excel, and PowerPoint
- Excellent organisation skills
- Able to meet conflicting priorities while working under pressure
- Remains calm under pressure!
- Discreet and dependable
- Strong team player