

Receptionist

Due to expansion of our front office team, we have an exciting opportunity available at our office in Amsterdam.

Who are we?

United is an independent provider of finance and trust services with a truly personal approach. We unite disciplines, connect networks and cross borders to bring our clients the services they need and deserve. United serves a wide range of companies, investment industry professionals and wealthy individuals the world. Our 170 experts work from nine offices in financial hotspots around the globe.

At United we believe that providing financial and legal services is a people business. A business built on trust. That's why we are so committed to finding and hiring the right people. That's why, when we hire those people, we give them our trust. United offers you the perfect environment to grow personally and professionally.

Our team of some 40 dedicated, experienced and multi-lingual staff is based in the heart of Amsterdam's financial district. To be a part of this team, first-class expertise in the relevant field is a given. Experience is a bonus. A history of community service is an advantage. Integrity and people skills are paramount.

What does a receptionist do?

As a receptionist you're aware of everything that's going in an organisation, from knowing which important meetings will be taking place to coordinating deliveries and organising travel arrangements for clients. You'll also often be the first person that clients see, so you represent the company on a permanent basis. The main tasks and responsibilities include:

- Welcoming clients and visitors, notifying appropriate person of clients' or visitors' arrival, and remaining available for clients/visitors for any follow-up questions during their visit
- Answering phone on first ring whenever possible. dealing with a variety of general inquiries and where necessary referring callers to the appropriate department or person for further assistance
- Working with office service providers, including building maintenance staff requests and follow-up
- Coordinating and confirming all conference room reservations, reassigning space as needed based on requests and keeping the operations team updated on changes
- Ensuring information is captured in the office shared calendar in a timely, complete and accurate manner

- Placing all catering orders for internal and client meetings as well as internal special events and checking that catering vendors provide service as ordered
- Supporting and catering for office tenants
- Overseeing (external) archive activities
- Arranging airline tickets, hotel reservations and transportation
- Managing inventory of office supplies, maintenance supplies and food and beverages
- Requesting security access for visitors and monitoring temporary access badge usage
- Overseeing and reviewing relevant vendor invoices, both operational and catering
- Maintaining appearance of reception area, kitchen, meeting rooms and offices
- Sorting and distributing mail, arranging for couriers
- Other duties as assigned

What we are looking for?

We are looking for someone who is client-focused and has strong communication skills in Dutch and English (both verbal and written). To be successful in this position you need to have great problem solving skills and a working knowledge of Outlook and Word. If you have a secondary vocational education (MBO) certificate, followed by at least five years' experience in a similar role, we invite you to apply for the receptionist role.

What can we offer?

You will get the support of a great team who work together on the basis of responsibility and trust. We offer all our staff a competitive remuneration package and unique opportunities to develop personally and professionally.

Interested?

Join us, and be a part of a dynamic and flexible organisation where work is about people, where you can build a broad range of experience and where you are given responsibility and trust. Contact our Human Resources team if you want more information. You can also go right ahead and send them your motivational letter and CV. We guarantee a prompt reply to serious applications.

Human Resources

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