

## ***Job Description***

Position:	<b>Communications Co-ordinator</b>
Reporting to:	Communications Manager
Location:	Hammersmith, London
Key relationships:	All Avanta Clients and Employees

### **Job Profile**

High levels of customer service and customer satisfaction is the main focus of the role helping to meet the expectations and requirements of the customer and Avanta Managed Offices Limited.

### **Key Responsibilities**

- **Opening and closing up of the centralised call answering department**
  - **Arc Console Operation**
  - Answering Inbound calls and transfer
  - Direct calls through to relevant clients and Avanta personnel
  - Sales enquires
  - Bookings meeting and conferencing rooms
- **Outbound calls**
- Virtual PA's
- Meeting and Conferencing
- Ad Hoc Marketing Campaigns