

# C C YOUNG & CO LTD



Based in London, C.C. Young & Co are one of the leading music specialist firms of accountants and tax advisers.

Over the past 21 years, we have enjoyed continued growth over our five departments specialising in tax, touring, recording, publishing, and business management services for artists and managers.

We are seeking a proactive Receptionist/ HR Assistant who thrives in a fast paced environment.

Based on our front of house, alongside our Office Assistant it is your responsibility to greet all incoming guests and visitors, help them with directions or any appropriate information that they need, whilst maintaining a high level of company confidentiality.

You will professionally answer phone calls in a polite tone and re-direct calls to respective departments, alongside our Receptionist.

You will provide assistance during meetings, including arranging refreshments. You will also perform various HR administrative duties including typing, filing, handling sensitive and confidential information, running our On-boarding programme for new starters and providing general assistance to the HR Department.

## Skills & Experience

- Experience: Ideally 1 year of related experience. (Experience in an office environment is desired but not essential.)
- Keen and enthusiastic and able to carry out tasks in a considered yet hasty fashion.
- Ability to build positive relationships with high level of interpersonal skills.
- Ability to interact with people in a positive and courteous manner.
- Strong written and verbal communication skills.
- Interest in HR and People.
- Ability to prioritise tasks according to importance in a fast paced environment.
- Multi-tasking capability without compromising on quality.
- Dependable, punctual and able to work in required working hours.
- Basic knowledge of Microsoft Office Applications, specifically MS Word and Excel.
- Someone to use own initiative and make the role their own.
- Must take the initiative, but also know when to ask for help.
- Good helpful, approachable attitude.

Those interested in the role should email a CV to [careers@ccyoung.co.uk](mailto:careers@ccyoung.co.uk)