



Vestis is multi-store retailer operating luxury fashion boutiques under license for MaxMara, Weekend MaxMara, and under its own BluBird brand.

Receptionist

Reporting to the CFO, the Receptionist will be responsible for managing the front desk and various office administrative functions such as mail, filing, fax, couriers, data entry, office & store supply purchasing, travel arrangements, office catering and other tasks as assigned from time to time.

Who you are

You are a team player with good organization skills and conduct yourself in a positive manner. You possess a contagious upbeat energy while fostering a positive workplace environment. Relationships are key to how you work and you nurture them by being present, engaged, and committed. You are a self-starter, who seeks out information and enjoys being involved and rolling up your sleeves to get the job done.

Qualifications

- 2+ years of experience in a reception or administrative assistant role
- Intermediate Microsoft Office skills
- Data entry experience on accounting or other software
- Exposure to accounts payable function would be a plus
- Ability to work independently and communicate clearly
- Attention to detail
- Proactive approach and the ability to anticipate needs
- Proven track record of confidentiality
- Fluency in spoken and written English

Resumes by email only to employment@vestisfashion.com