**Front of House Specialist**

**CTI Digital is looking for an upbeat and enthusiastic team player to join our Finance and Admin team as Front of House Specialist.**

Find out more about what it's like to work at CTI in our [career brochure](https://cdn2.hubspot.net/hubfs/375563/CTI_Service_Brochures/CTI%20DIGITAL%20Career%20Brochure.pdf?t=1524127392147).

**Our ideal candidate will be:**

* Confident and have a polite telephone manner
* Approachable and friendly with a confidential manner
* Excellent organisation skills
* Willingness to act as part of a wider team
* Keen attention to detail
* Ability to communicate effectively at all levels

**A Front of House Specialist will be:**

* Be responsible for telephony duties
* Provide excellent front of house service to clients and visitors
* Attend to the needs of clients and visitors during their stay
* Manage meeting room coordination and diary liaison
* Take ownership of travel bookings
* Have involvement in event management and booking
* Manage stationery and kitchen supplies ordering and stock control
* Conduct administrative assistance including printing and copying
* Keep kitchen and meeting room areas tidy

**Other desirable traits include:**

* Basic ICT skills (sending emails, databases and spreadsheets)
* Previous office experience desired

About CTI

CTI Digital is a full service digital agency established in 2003 with headquarters located on Dale Street in Manchester’s trendy Northern Quarter, an office in Lancaster and an office in London. With over 120 staff working with open-source technologies, specialising in Drupal and Magento, create websites, applications and games for clients such as McGraw Hill; Alton Towers; Balfour Beaty; BASF; DeVere and Manchester Metropolitan University. We also offer marketing and design, as well as hosting and support services, with our rapidly growing additional departments.

For more information please see our website: [http://www.ctidigtial.com](http://www.ctidigtial.com/)

Additional Information

* 23 days holiday + 5 days for Christmas + Bank Holidays
* Wellness healthcare scheme (following successful completion of probation)
* Pension scheme
* Season ticket loan availability (following successful completion of probation)
* Cycle To Work scheme (following successful completion of probation)