CBRE NI
PART OF THE AFFILIATE NETWORK

Job Title	Receptionist / Front of Office
Location	Belfast (on-site)
Job Type	FTC – 12 months – Maternity Cover Full time (or four days a week with Friday off)

The Company

About CBRE NI

CBRE NI is a leading firm of Chartered Surveyors and Property Consultants. The company delivers specialist advice in all aspects of commercial property including retail, office and industrial agency, valuation, property asset and facilities management, property investment, professional services, and building consultancy.

Driven by insight, innovation and collaboration, CBRE NI is committed to delivering exceptional outcomes for our clients while helping shape the future of Northern Ireland's built environment.

About the Role

We are looking for a friendly, organised and professional Receptionist / Front of House team member to join our Belfast office on a fixed-term maternity cover contract.

As the first point of contact for clients, visitors and colleagues, you will play an important role in creating an exceptional experience for everyone who visits our office. You will be responsible for managing reception, supporting the day-to-day running of the office and providing administrative assistance to teams across the business.

This is an excellent opportunity for someone who enjoys working in a fast-paced, client-focused environment and takes pride in delivering outstanding customer service.

Key Responsibilities

- Welcome clients, visitors and contractors, ensuring a professional and friendly first impression.
- Manage the reception area, ensuring it remains tidy, welcoming and presentable at all times.
- Answer and direct incoming telephone calls promptly and professionally.
- Manage meeting room bookings and prepare rooms for client meetings.
- Coordinate refreshments for visitors and meetings when required.
- Handle incoming and outgoing post, courier deliveries and general correspondence.
- Order and maintain office supplies, stationery and kitchen provisions.
- Provide administrative support to various departments, including document preparation, filing and data entry.
- Assist with diary management and meeting coordination where required.
- Support the organisation of internal events, client meetings and office activities.

This job description is not meant to be definitive or restrictive and will be modified to meet the changing needs of the business.

- Liaise with suppliers, contractors and building management regarding office requirements.
- Maintain accurate records and ensure compliance with office procedures.
- Support wider business operations and undertake additional administrative duties as required.

About You

The successful candidate will have:

- Previous experience in a receptionist, front of house, customer service or administrative role.
- Excellent communication and interpersonal skills.
- A professional, approachable and positive manner.
- Strong organisational skills with excellent attention to detail.
- The ability to prioritise tasks and manage multiple responsibilities.
- Confidence using Microsoft Office, including Outlook, Word and Excel.
- A proactive attitude with the ability to work independently and as part of a team.
- A commitment to delivering exceptional customer service.

Desirable

- Experience working in a professional services or corporate office environment.
- Experience coordinating meetings or office facilities.
- Familiarity with Microsoft Teams and online meeting platforms.

What We Offer

- Opportunity to work within a leading commercial real estate business.
- Supportive and collaborative working environment.
- Exposure to a wide range of business functions.
- Competitive salary and benefits package.
- A modern city centre office.

Equal Opportunities

We are committed to creating an inclusive workplace where everyone can thrive. We welcome applications from all suitably qualified candidates regardless of age, disability, gender identity, marital status, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

How to Apply

Please send your CV to hr@cbreni.com

Salary

Excellent salary commensurate with experience.

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