



Front of House – Job Description

Wallacespace provides bright, innovative spaces for offsite meetings, training, workshops and events. Delighting our clients with our can-do attitude and proactive approach is what we do and everyone who works with us shares this objective.

We are looking for a dynamic and highly motivated Front of House to work as part of a friendly team where no two days are the same in one of our stunning central London buildings. We love people who never use the words “it’s not my job” so if this is you, come and work for a leader in meeting venues and events.

About the role

The Front of House role at Wallacespace is not your average reception job. Beyond your warm welcome and sparkling personality, as Front of House you will play a pivotal role in the smooth running of your building, helping to guarantee that our clients get the most from their day.

Your role will fall into 3 areas:

1) Team Assistant

Day-to-day you will help to support your team with a range of administrative tasks, including updating bookings, client records+ financials; organising our team of furniture movers; managing office inventory and organising couriers + taxis. Beyond your excellent organisational skills, you will be a natural multi-tasker and have a great eye for detail.

2) Client + Event Support

First impressions are vital, and you are the first person our clients will meet at Wallacespace. We need someone with a big smile and commanding personality, who can deal with clients in a confident, competent, and capable way. As well as acting as a first port of call for clients on the day, you will prepare for upcoming events by cross checking the data in our booking software and flagging anomalies and planning ahead.

3) Across department support

You will contribute to other parts of the business with small projects or ad hoc tasks. This might be checking invoices or doing cost comparisons for our finance team or attending interdepartmental meetings with our cafe and facilities teams.

About you

- Above all, you will be a people person with a friendly, approachable manner
- You will have a great attitude, common sense, and bags of personal energy
- You will have a willingness to solve problems, roll your sleeves up and get stuck into a job
- You are proactive, organised and have previous office experience. You will have excellent administration skills and be fluent in Microsoft Office
- You are a master of time management, enabling you to juggle several projects and delivering them on time and to a high standard

What we offer

As well as a competitive salary of £25K the benefits we offer are shown below.

