

<b>Job Description</b>	
<b>Title:</b>	Receptionist / Administrator
<b>Reporting to:</b>	Office Manager
<b>THE ROLE:</b>	<p>As office Administrator/Receptionist you will be responsible for a broad range of both administration and reception duties in a fast-paced and driven team environment.</p> <p>This position would suit a highly motivated and enthusiastic individual willing to learn and grow within the company.</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>• Acting as front of house, interacting with clients and suppliers over the telephone, by email and in person.</li> <li>• Managing and screening incoming telephone calls.</li> <li>• Maintain and manage meeting room calendars and bookings.</li> <li>• Sorting and distribution of incoming and outgoing post &amp; courier deliveries.</li> <li>• Ordering all stationery and consumables supplies for the office.</li> <li>• All general office duties, photocopying, scanning and other ad hoc duties as required.</li> <li>• Assisting in providing IT support to employees and users.</li> <li>• Ad hoc administration assistance across various departments.</li> </ul>
<b>Education and Experience:</b>	<ul style="list-style-type: none"> <li>• A minimum of 2 years experience in a similar role is preferable</li> <li>• Proficient in the suite of Microsoft Office products and share point.</li> </ul>
<b>Skills and Personal profile</b>	<p>The ideal candidate will be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• Team player who works well in a small and dynamic team.</li> <li>• Highly organised with the ability to plan and prioritise your work.</li> <li>• Ability to work to a deadline and have strong attention to detail.</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Shows discretion and ability to maintain confidentiality</li> </ul>