

## **Available vacancy: Receptionist**

### **Part time (Mondays and Tuesday 9am-5-30pm)**

#### **You have:**

- User knowledge of MS Office applications.
- A flexible attitude to work timings.
- Have a polite and confident telephone manner.
- Be able to prioritise workload.

#### **Qualifications:**

- GCSE level C or above in Mathematics and English (or equivalent qualification).

#### **You will:**

Support and assist the HR Manager and Company in the delivery of HR services including in all HR advice, training and recruitment tasks and taking responsibility for a number of administration processes.

#### **Key Task Areas:**

- To provide professional and timely switchboard and reception cover.
- To support the general office with all administration functions.
- To assist with the incoming and outgoing mail, both internal and external.
- To maintain an accurate register of incoming courier deliveries.
- To facilitate onsite visitors such as maintenance engineers.
- To maintain a neat and tidy reception area.
- To keep accurate attendance records for team members.
- To ensure the smooth running of the GO and the adherence to time schedules within the department generally, including:
  - Providing professional and timely reception cover.
  - Supporting GO with all functions such as fax, post, couriers, wills and deeds.
  - Facilitating onsite visitors such as maintenance engineers.
  - Maintaining a neat and tidy reception area.

#### **Skills and Abilities**

- Prepared and willing to help out throughout the firm when requested.
- Able to relate well to people of all levels.
- Be able to prioritise workload.

Please email CV to [recruitment@judge-priestley.co.uk](mailto:recruitment@judge-priestley.co.uk) to apply or for further information.

*If your application is unsuccessful we may keep your personal data on file for up to 12 months. We recommend that you read our Job Applicant Privacy Policy which you can find on our website.*

*Judge & Priestley is committed to equality of opportunity and welcomes applications from all sections of the community.*

*We will offer an automatic interview to candidates who meet the minimum requirements for the role and have a disability under the Equality Act 2010. Please call our HR department on 0208 290 0333 if you believe that this applies to you.*

*Please note that upon acceptance of an offer of employment all successful applicants are required to undergo a Basic Disclosure for unspent convictions.*