

ROLE: RECEPTIONIST

LOCATION: GILLINGHAM, DORSET

JOB TYPE: PERMANENT

ORGANISATION DESCRIPTION

An established and growing building company is recruiting for a proficient receptionist at their Head Office in Gillingham.

JOB DESCRIPTION

The Receptionist is the first point of contact and must be a well presented individual possessing good communication skills, whilst being comfortable to deal with customers both face to face and on the telephone.

The daily duties will include –

- Answering and fielding calls, taking messages
- Taking enquiries via telephone or face to face
- Dealing with internal and external post
- Data entry and database upkeep
- Providing general administrative support to the team

PERSON SPECIFICATION

Previous experience would be preferred but is not essential; the ideal candidate will have an organised approach to work and the ability to prioritise tasks with a can-do attitude. They must be self motivated, with a high standard of literacy and numeracy, possess good IT skills, they must be personable with a professional telephone manner and able to communicate at all levels and keen to learn.

BENEFITS

Competitive salary
21 days holiday plus bank holidays
Life insurance

Please send your CV to sally@connecth-r.co.uk
Closing date for this applications is 13th August 2010