



Job Description

Job Title: Temporary Receptionist and Services Administrator

Reports to: General Manager

Location: Cookstown

Job Purpose

The post holder will be required to undertake a range of administrative tasks to support the efficient and effective operation of the general office.

The post holder will also be responsible to provide for the day-to-day efficient running of the reception area.

Key Responsibilities and Accountabilities

- Ensure the smooth running of the reception area including welcoming of visitors, clients and other members of the public ensuring accurate recording of people entering and leaving the building.
- Receive and respond to face-to-face, email and/or telephone enquiries.
- Ensure Enquiries are passed on to the relevant person/department.
- Operate and use word processing, database and spreadsheet software.
- Maintain computerised company database.
- Maintain Quality records on system.
- Provide support to the Accounts teams in completing tasks using Sage and Microsoft Excel.
- Organising travel arrangements.
- General administrative duties.
- Undertake general clerical duties; photocopying, filing.
- Undertake other projects as required.

Person Specification

Essential Experience:

- GCSE Maths & English C or above
- Experience using Microsoft Word / Excel

Desirable Experience:

- At least 12 months in an office environment

Essential Skills:

- Good communication skills for dealing with client, engineers, contractors and suppliers.
- Strong organizational skills.
- Ability to work as part of a team.
- Have the ability to work to strict deadlines.
- Be energetic, responsible and have the necessary drive for this position.
- Good Telephone Manner.