

VACANCY



Part-time Receptionist [17.25 hours]

An exciting opportunity has arisen at our Dunkeswell Site.

Applications are invited for the above post.

Main duties to include:

- Keep the Reception area tidy, stocked and operational to a professional standard at all times
- Receive and screen telephone calls, answer queries and redirect calls
- Handle all diary appointments for the Supacat Calendar
- Book flights and accommodation
- Action all post
- Deal with all requests for fleet and hire vehicles. Maintain spreadsheets and keep vehicle diaries up to date
- Update and maintain Emergency Roll Call List and distribute monthly
- Ensure you are well versed with emergency evacuation procedures and ensure if the alarms are activated you are ready and follow procedures
- Ensure that all meeting rooms are well presented for meetings including supply of hot and cold refreshments and/or catering requirements
- Clear all meeting rooms within the Reception building after every meeting, if not previously done by the occupier. All crockery to be cleaned in readiness for the next meeting
- Operate the site's barrier system and security gate
- Greet visitors, offer refreshments and direct them to the right person
- Operate the Secure Visitor Register System, issue security passes and monitor return of same
- Operate the tannoy system when necessary
- Order all adhoc requests for company use as and when necessary
- Carry out basic typing duties, poster production, data input, and use the photocopier, fax, Dymo label maker, binding and laminating machines. Other duties as and when required
- Flexibility will be required to cover leave and absences to ensure the reception service is available Monday to Friday

From time to time additional duties may be required which are not outlined above.

Company Player

- Able to work as part of a team
- Able to work on own initiative and maintain own motivation
- Have a positive approach to problems
- Have the desire and ability to contribute to the company as a whole

Knowledge, Skills & Experience Required

- Good knowledge of working practices
- Excellent Administration experience
- Excellent communication skills (verbal and written) at all levels
- Excellent people skills
- Excellent customer care skills
- Broad computer skills
- Friendly, welcoming, helpful and polite
- Able to operate in busy environments and meet deadlines
- Highly organised
- A natural 'can-do' approach

This is a permanent position.
Applications in writing please, to include CV and covering letter to:

Careers-uk@scgroup-global.com

Closing date: 30th November 2019