



## **RECEPTIONIST/ADMINISTRATION ASSISTANT**

To work as part of the Reception/Administration team assisting all departments.

Initial Duties:

- Answering all telephone calls and correctly forwarding to the relevant person(s) within the Company.
- Arranging conference calls.
- Authorising meeting room requests.
- Meet and greet all customers on behalf of Directors and Managers. Directing visitors to meeting rooms.
- Shopping for and preparing lunches and beverages for Directors and guests. (driving license required)
- Internal and external mail distribution.
- Administrating courier collections and deliveries to and from our global offices, suppliers and customers.
- Scanning and filing using in-house systems.
- Assisting Directors with any admin requirements.
- Collection and delivery of mail from other companies in our group. (driving license required)
- Ad-hoc errands.
- Assisting Travel Department in arranging taxis, flights, hotels and restaurants.

### **This position requires:**

Caring, understanding and a steady temperament when dealing with some customers and calls.

Computer literacy.

Ability to work as an individual or as part of a team.

Confident driver – Company pool cars available.