

Administration Assistant/Receptionist

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Company: Riada Resourcing

Location: Antrim

Category: other-general

Job Description

Administration Assistant / Receptionist - Antrim - Permanent

Benefits:

Leading automation providers to the concrete industry in the UK and Ireland.

Business established for over 45 years

Monday to Friday 8:30 am - 5:00 pm

£Negotiable salary (depending on experience)

Great opportunity to develop your skills set

Immediate start

As a key member of the administration team, you will be the first point of contact for customers calling the office to connect with the Sales or Technical Support departments.

Duties will include:

Support the administration team with a variety of office tasks

Book travel and accommodation as required by the management team

Prepare meeting rooms before and after meetings

Ensure suitable catering is obtained for lunch meetings etc when required

Sorting and distribution of mail both inward and outward

Criteria:

Will show a professional & friendly telephone manner

Strong admin and customer service skills

Have a team attitude with good interpersonal communication skills

Have proven experience of Microsoft office packages; including Word, Excel and Outlook

Must maintain confidentiality at all times

Have a minimum of 5 GCSEs, including English & Maths, grade C or above (or equivalent)

DO NOT USE: Criteria

Benefits

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