

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 Apply Share with a Friend // function selectJob() { var jobID = '13313'; var

tagName = ""; if (GlobalEventObject != null) { target = GlobalEventObject.target ||

GlobalEventObject.srcElement; tagName = target.tagName; } tagName =

tagName.toUpperCase(); if (tagName == 'A' || tagName == 'IMG') return; var newStatus =

!\$('#chk' + jobID).attr('checked'); if (tagName == 'INPUT') newStatus = !newStatus;

PageMethods.HighlightJob(jobID, newStatus, AddSuccess, AddFailed, jobID) } function

AddSuccess(res, joblst, newStatus) { var manyList = joblst.split(','); for (var jobid = 0; jobid <

```
manyList.length; jobid++) { if (res == added && $('#job' + manyList(jobid))) { $('#job' +
manyList(jobid)).addClass('selected'); $('#chk' + manyList(jobid)).attr('checked', true); }
else if (res == removed && $('#job' + manyList(jobid))) { $('#job' +
manyList(jobid)).removeClass('selected'); $('#chk' + manyList(jobid)).attr('checked', false);
} } return false; } function AddFailed(res, jobid, newStatus) { alert('An error occurred
whilst adding this vacancy to your list. Please try again'); return false; }
PageMethods.set_path('/vacancies/vacancy-details.aspx'); //
```

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