

## Receptionist - 29 hours per week

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Company: Four Seasons Health Care

Location: Oxford

Category: office-and-administrative-support

We are recruiting a Receptionist. As a Receptionist you are the first point of contact and are critical in ensuring that a positive first impression is created with all visitors to the home. As one of the largest healthcare providers in the UK it's important to us to couple great care with meaningful and enjoyable experiences.

### **As a Receptionist you will:**

Present a professional and caring first contact for all those who visit or telephone the home

Manage the staff diary

Co-ordinate and assist with document filing

Be confident in using Microsoft Office

Support the Management Team with other administrative duties, including preparing reports and minute taking

Be able to use word, excel and outlook with ease

### **To succeed you will be:**

Clear and confident telephone manner

Able to understand and use a variety of computer based systems

An excellent customer service ambassador with good interpersonal skills

Familiar with operating a busy reception

Customer focused

**We offer you a great range of benefits, which include:**

Competitive salary

Generous holiday entitlement

Access to excellent training and ongoing development

Excellent career development opportunities

Discounts and benefits suited to your lifestyle

Free onsite parking

Free meals

Free uniform where applicable

NEST work place pension contributions

Long service awards

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