

## Receptionist

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Company: The Recruitment Group

Location: Abingdon

Category: legal

We are delighted to be working in partnership with a highly successful and well-respected client in Abingdon who are recruiting for a Receptionist (Fixed Term Contract) to join their team.

The successful candidate will be comfortable learning to use an electronic accounts package and case management system.

Role: Receptionist (Fixed Term Contract)

Salary: £22,000

Hours: 9.00am – 5.00pm

Location: Abingdon

Benefits for a Receptionist:

25 days annual leave, plus bank holidays

Pension scheme

Free on-site parking

Responsibilities of the Receptionist:

Respond to all incoming telephone calls, ensuring that these are answered promptly and are directed to the right person in the company

Identification checks for clients, paying in of client monies, accepting payments for invoices and issuing receipts

Arranging service calls for repairs of office equipment

Requirements of the Receptionist:

A person who is confident with Outlook and Office

A professional, confident verbal communicator

Someone who can coordinate trades, facility arrangements and maintenance repairs

Someone with experience of basic administration including photocopying, archiving, and dealing with post

A person who is well organised

A good communicator who can present a professional front facing environment and build positive working relationships with company staff

If you would like to know how we will store and process your data, please visit The Recruitment Groups home page to read our GDPR Data Protection Statement.

For more information and to apply, get in touch with our Oxford branch or click 'Apply Now' to submit your application.

We wish you the best of luck in your job search!

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