

Receptionist Administrator

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Company: Cameo Consultancy

Location: Banbury

Category: management

As Reception Administrator you will professionally handle incoming calls to the switchboard and provide administrative support to the teams, when required. You will welcome visitors to their office in a friendly and professional manner, dealing efficiently with their requirements. You will be joining a progressive and expanding organisation with a passion for people and lifestyle.

This opportunity is perfect role for an organised, efficient, ambitious and can do individual. The company has an excellent reputation and are a highly respected local employer. This role is full time and permanent and will be office based Monday - Friday (40 hours).

As Reception Administrator, you will be responsible for:

Receiving and handling calls using Teams based software

Providing seamless front of house experience for visitors and colleagues

Preparing meeting rooms to ensure an outstanding client experience

Accurately processing incoming and outgoing post, deliveries, couriers, and international mail

Responding efficiently to administration requests from all areas of the business as and when required

Supporting HR with confidential administration, as and when required

Ensuring parking and external premises are fit for purpose and maintained in conjunction with

the facilities team

Supporting users with queries regarding the electronic booking system

Supporting users with meeting room technology and set up

Overall ownership of client meeting areas and staff recreation room

Working with IT to manage electronic signing in and out technology

Maintaining and ordering consumables for the business

Unlocking premises ready for office opening

Ownership of document archiving process

Maintaining basic first aider qualification

Supporting HR, Administration and Facilities as and when required You be must be / have:

Fully computer literate, including excellent Microsoft Office skills (Outlook, Word, Excel and PowerPoint)

Excellent telephone manner with good interpersonal and communication skills

Ability to work under pressure and prioritise work effectively and efficiently

Excellent organisation and administrative skills

Accurate data inputting skills and eye for detail

Ability to use initiative in terms of decision making

Personable and approachable

Highly confidential Package details:

£24,000

Permanent

Full time, 40 hours per week

Excellent benefits, including: generous holiday allowance, healthcare cover, retail discount programme, life assurance, medical cash back plan and more!

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