

## Receptionist Administrator

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Company: Service Care Solutions

Location: Banbury

Category: management

Job title - Receptionist Administrator

Location - Banbury, OX16 (100% office based)

Contract - Permanent

Hours - Full time 40 hours per week (8:15 AM - 5:15 PM)

Start Date: May 2024

Our client are looking for a Receptionist Administrator to join their organisation to provide a seamless front of house service to both internal staff and external visitors

### Key responsibilities

Receive and handle calls using Teams-based software and call management systems.

Provide seamless front-of-house experience for visitors and our own people.

Preparation and ownership of meeting rooms ensuring an outstanding client experience.

Accurately process incoming and outgoing post, deliveries, Couriers, and international mail.

Ensure parking and external premises are fit for purpose and maintained in conjunction with the facilities team.

Support users with meeting room technology and setup.

Overall ownership of client meeting areas and staff recreation room including, coffee machine, drinks, weekly stock ordering, and liaising with cleaners.

Work with IT to manage electronic signing in and out technology.

Maintain and order consumables, stationary, and large meeting lunch orders for the business.

Unlock premises ready for office opening.

Ownership of document archiving process

Maintain basic first-aider qualification.

Support HR, H&S, Administration, and other departments as and when required. Candidate Requirements:

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

Understanding of in-house systems such as CRM.

Excellent telephone manner with good interpersonal and communication skills

Ability to work under pressure and prioritise work effectively and efficiently.

Accurate data inputting skills and an eye for detail

Ability to use initiative in terms of decision-making. If you are interested in this position and meet the above criteria, please send your CV now for consideration.

If you require any additional information regarding the position, please call Ryan at Service Care Solutions on (phone number removed) or send an E-Mail to

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