

## Receptionist / Administrator

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Company: Daniel Robinson & Sons Ltd

Location: Bishops Stortford

Category: management

Receptionist / Administrator

Location: Bishop's Stortford, CM23 3AL

Salary: Competitive + Benefits

Contract: Permanent, Full Time

Daniel Robinson & Sons Ltd are looking to add a Receptionist/Administrator to their team!

Receptionist/Administrator – The Role:

Our family business has served the local community for over 130 years. We are looking for candidates who would like to be a part of a great team - helping families every day and making a difference to people's lives.

As first point of contact, our Receptionist/Administrator needs to have excellent communication and organisational skills, be willing to deal with a wide variety of visitors to the funeral home and should be comfortable with accompanying families into the Chapel of Rest.

This is a physically active role, with the need to work in various locations in the funeral home throughout the day.

Receptionist/Administrator – What we need from you:

Are you forward thinking and organised? We are seeking to recruit a

Receptionist/Administrator to work with us to maintain standards and take our company forward.

The successful candidate should be able to demonstrate the following abilities and skills:

- A caring and empathetic approach

- Previous administration experience
- Previous reception experience
- Excellent Microsoft Word and Excel skills
- The ability to work with figures and maintain accurate records
- Attention to detail
- Self-motivation - able to work alone and as part of a team
- Adaptability – be willing and able to assist in a range of tasks

What we offer you!

- Discretionary bonus scheme after a qualifying period
- Death in Service insurance
- Uniform provided

A bit about us!

Daniel Robinson & Sons is a family-owned business with a long and proud history of service to the community by providing a professional funeral service and supporting local charities and causes.

If you feel you have the skills and experience to be successful within this role, apply now!

No agencies please.

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