

## Receptionist / Administrator

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Company: Adecco

Location: United Kingdom

Category: office-and-administrative-support

Experienced Receptionist / Administrator required for West Hull based company. Monday to Friday, 37.5 hours per week. salary £23, - £25, DOE.

KEY RESPONSIBILITIES

1. Greeting and ensuring visitors feel welcome and ensuring that the respective person is made aware of their visitor in a timely and professional manner.
2. Maintain office security by following safety procedures and controlling access via the reception desk
3. Keeping an accurate record of visitors to the office via the electronic system.
4. Answering the telephone professionally and courteously, fielding calls or taking a detailed and accurate message. Passing messages on to respective person/s in a timely manner via verbal or electronic communication.
5. Email communication both internally and externally.
6. Checking and ordering equipment and supplies for the offices and kitchen area.
7. Keep a safe, clean, and hygienic reception area by complying with procedures, rules, and regulations
8. To comply with all company policies regarding attendance, absence, personal hygiene, quality, fire precautions, Health and Safety at Work Act , and confidentiality.
9. General administrative duties to support the Directors and office team including laminating, scanning and file maintenance.
10. Directing the post to the correct department and ensuring that any outgoing post is completed / posted in a timely manner.
11. Any other tasks deemed necessary by the business, i.e. supporting with operations requirements.

Interested candidates should apply now via this website. Adecco are an Equal Opportunities Employer.

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