

Receptionist

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Company: Pertemps Banbury

Location: Banbury

Category: other-general

Job Title: Receptionist

Location - Banbury close to the town centre

Position Type: Full-time, Permanent working office hours Monday to Friday

Salary: Up to £24,000 per annum (DOE)

We are currently seeking a dynamic and professional Receptionist to join our clients team on a full-time, permanent basis. The ideal candidate will be the face and voice of our clients company, providing exceptional customer service and administrative support.

Responsibilities:

Greet and welcome guests in a friendly and professional manner

Answer and direct phone calls in a timely and courteous manner

Manage incoming and outgoing mail and deliveries

Maintain a clean and organised reception area

Assist with administrative tasks such as data entry, filing, and photocopying

Coordinate meeting room bookings and assist with scheduling appointments

Provide general administrative support to various departments as needed

Requirements:

Excellent communication skills, both written and verbal

Proficiency in Microsoft Word and Excel

Strong organisational skills with attention to detail

Ability to multitask and prioritise tasks effectively

Pleasant and professional telephone manner

Well-presented with a positive attitude

Previous experience in a similar role is preferred but not essential

Benefits:

Competitive salary based on experience

Opportunities for career growth and development

Friendly and supportive work environment

If you are a proactive and customer-focused individual with strong administrative skills, we would love to hear from you... **APPLY NOW**

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