

## Receptionist

[Apply Now](#)

Company: The Recruitment Group

Location: Curbridge, Oxfordshire

Category: management

We are delighted to be working with a local and reputable organisation who are looking for a Receptionist to join their friendly team on a temporary to permanent basis.

As the Receptionist, your main duties will include:

- . Answering the phone and directing calls through to the appropriate department.
- . Greeting customers.
- . Taking messages.
- . Preparing meeting rooms.
- . Booking of hotels.
- . Responding to emails.
- . General administrative support.

The ideal Receptionist will:

- . Be passionate about providing a high level of customer service.
- . Be able to work independently, using your own initiative.
- . Have experience using Microsoft Office packages.

This position is Monday to Friday, 8am - 4:30pm.

For more information and to apply, get in touch with our Witney branch or click 'Apply Now' to submit your application.

We wish you the best of luck in your job search!

If you would like to know how we will store and process your data, please read our GDPR Data Protection Statement on The Recruitment Group website.

[Apply Now](#)

#### Cross References and Citations:

1. ReceptionistExecutivejobsnearmeJobs Curbridge, Oxfordshire Executivejobsnearme ↗
2. ReceptionistLondonjobs Jobs Curbridge, Oxfordshire Londonjobs ↗
3. ReceptionistStatisticsjobs Jobs Curbridge, Oxfordshire Statisticsjobs ↗
4. ReceptionistSearchnzjobs Jobs Curbridge, Oxfordshire Searchnzjobs ↗
5. ReceptionistSearchcanadajobs Jobs Curbridge, Oxfordshire Searchcanadajobs ↗
6. ReceptionistJordanjobs Jobs Curbridge, Oxfordshire Jordanjobs ↗
7. ReceptionistBuenosairesjobsJobs Curbridge, Oxfordshire Buenosairesjobs↗
8. ReceptionistCv-resume-builder Jobs Curbridge, Oxfordshire Cv-resume-builder ↗
9. ReceptionistHybridjobsJobs Curbridge, Oxfordshire Hybridjobs↗
10. Receptionist Electronicsjobs Jobs Curbridge, Oxfordshire Electronicsjobs ↗
11. Receptionist Ukjobscentral Jobs Curbridge, Oxfordshire Ukjobscentral ↗
12. Receptionist Musicjobs Jobs Curbridge, Oxfordshire Musicjobs ↗
13. Receptionist Webdeveloperjobs Jobs Curbridge, Oxfordshire Webdeveloperjobs ↗
14. Receptionist TraveljobsJobs Curbridge, Oxfordshire Traveljobs↗
15. Receptionist AttorneyjobsJobs Curbridge, Oxfordshire Attorneyjobs↗
16. Receptionist Mediajobs Jobs Curbridge, Oxfordshire Mediajobs ↗
17. Receptionist CameroonjobsJobs Curbridge, Oxfordshire Cameroonjobs↗
18. Receptionist Governmentjobsnearme Jobs Curbridge, Oxfordshire Governmentjobsnearme ↗
19. Receptionist Jobs Curbridge, oxfordshire ↗
20. AMP Version of Receptionist ↗
21. Receptionist Curbridge, oxfordshire Jobs ↗

22. **Receptionist Jobs Curbridge, oxfordshire** ↗

23. **Receptionist Job Search** ↗

24. **Receptionist Search** ↗

25. **Receptionist Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/receptionist-curbridge-oxfordshi-the-recruitment-grou-221478630/>

Generated on: 2024-05-02 by Expertini.Com