

Receptionist/ Front Desk Admin Assistant

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Company: Brook Street

Location: High Wycombe

Category: other-general

Job Description Brook Street Ltd are pleased to announce a readily available position within the High Wycombe Medical Facility. The role is based on a full-time, on-site temporary contract, Monday-Friday at an hourly rate of £12.50 + 50p allowance for each worked hour. The role is solely office-based at the front desk and administrative in nature. The Temporary Worker will provide routine administrative support tasks according to well-established procedures. Examples of work performed will include but not be restricted to: - Sorting and distributing mail - Photocopying, filing, posting or proof-reading data- Answering telephone calls and relaying messages Typical qualifications and experience: - Two GCSEs at Grade C or above or equivalent - NVQ Business Administration level 1 (or suitable administrative experience)- Basic knowledge of Microsoft Office- Good communication skills, both oral and written
Location:Ministry Of Defence, High Wycombe Medical Facility, Site 3, Walters Ash, High Wycombe, SP14 4UF
Pay Rate: £12.50 / hour + Allowance: an additional 50p per hour pay - 37 hrs per week
Duration:assignment until 30/08/24; extension possibility based on your performance and client budget *The offered candidate is subject to a basic DBS & 3 years activity check

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