

## Receptionist

[Apply Now](#)

Company: Mitie

Location: Manchester Area

Category: other-general

We are on the lookout for a professional, welcoming, and experienced Receptionist to join our team. You will perform reception, administration, and secretarial duties efficiently and effectively on behalf of the building in which you are located in. Responsibilities You will help facilitate the flow of personnel by managing access points throughout the building and ensuring the maintenance of fob access systems. You will be expected to keep a tidy and efficient reception area, providing a professional and courteous service throughout. You will also be required to handle any phone calls and emails in a prompt, professional manner as well as sorting and distributing incoming mail and packages. You will be in charge of managing documentation and ensuring it is stored in the appropriate location or system. Some additional duties will include opening and closing the building, maintaining building security, managing queries and messages from visitors, issuing visitor and staff passes, assisting with emergency evacuations, ordering of consumable goods and more.

Qualifications We are looking for someone with a friendly and approachable manner and can always remain professional, displaying sound communication and interpersonal skills. The ideal candidate needs to be IT literate with the ability to prioritise your own workload and work efficiently to agreed deadlines.

[Apply Now](#)

## Cross References and Citations:

1. [ReceptionistLogisticsjobs Jobs Manchester Area Logisticsjobs ↗](#)
2. [ReceptionistJobdescriptionsample Jobs Manchester Area Jobdescriptionsample ↗](#)
3. [ReceptionistFinddriverjobs Jobs Manchester Area Finddriverjobs ↗](#)
4. [ReceptionistMakkahjobs Jobs Manchester Area Makkahjobs ↗](#)
5. [ReceptionistSearchnzjobs Jobs Manchester Area Searchnzjobs ↗](#)
6. [ReceptionistGoogleforjobsposting Jobs Manchester Area Googleforjobsposting ↗](#)
7. [ReceptionistFindfreelancerjobs Jobs Manchester Area Findfreelancerjobs ↗](#)
8. [ReceptionistRepairjobsJobs Manchester Area Repairjobs↗](#)
9. [ReceptionistWorkjobs Jobs Manchester Area Workjobs ↗](#)
10. [Receptionist PerujobsJobs Manchester Area Perujobs↗](#)
11. [Receptionist Karachijobs Jobs Manchester Area Karachijobs ↗](#)
12. [Receptionist Dataanalyticsjobs Jobs Manchester Area Dataanalyticsjobs ↗](#)
13. [Receptionist CounselorjobsJobs Manchester Area Counselorjobs↗](#)
14. [Receptionist Entryleveljobs Jobs Manchester Area Entryleveljobs ↗](#)
15. [Receptionist SoftwaregiantcareersJobs Manchester Area Softwaregiantcareers↗](#)
16. [Receptionist Finddriverjobs Jobs Manchester Area Finddriverjobs ↗](#)
17. [Receptionist Christmasjobs Jobs Manchester Area Christmasjobs ↗](#)
18. [Receptionist PhysicianjobsnearmeJobs Manchester Area Physicianjobsnearme↗](#)
19. [Receptionist Jobs Manchester area ↗](#)
20. [AMP Version of Receptionist ↗](#)
21. [Receptionist Manchester area Jobs ↗](#)
22. [Receptionist Jobs Manchester area ↗](#)
23. [Receptionist Job Search ↗](#)
24. [Receptionist Search ↗](#)
25. [Receptionist Find Jobs ↗](#)

Source<https://uk.expertini.com/jobs/job/receptionist-manchester-area-mitie-2511-67675/>

Generated on: 2024-05-01 by [Expertini.Com](#)