

## Receptionist

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Company: Smart 1 Recruitment Limited

Location: Milton, Oxfordshire

Category: management

Established Technology company requires a bright, polite, enthusiastic individual to join their team as a Part Time Receptionist. As first point of contact, you will need to possess previous Receptionist experience, with excellent customer service and problem-solving abilities.

Providing administrative support, carrying out reception duties and ensuring Health and Safety procedures are adhered to.

### Duties of Receptionist:

- \* Answering all calls and directing accordingly to relevant personnel
- \* Serving visitors by greeting, welcoming, and directing them appropriately
- \* Notifying company personnel of visitor arrival
- \* Maintaining and updating diary of meeting schedules
- \* Data input and document preparation as directed
- \* Administration tasks including email correspondence, filing and associated duties

## Skills/attributes required for the role of Receptionist

- \* Excellent verbal and written communication skills
- \* Helpful, approachable telephone manner
- \* Ability to prioritise tasks and work under pressure
- \* Highly organised
- \* Computer literate

Location: Milton Park, Oxfordshire

Hours of Work: Monday to Friday 12pm – 2pm

Salary: £12.50 - £13.50 per hour

If you have the skills to fulfil the role of Receptionist, please APPLY TODAY

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