

## Receptionist

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Company: EKFB

Location: Oxfordshire

Category: office-and-administrative-support

### About The Role

EKFB is proud to have been appointed by HS2 to deliver civil engineering works across an 80km section of the new high speed rail link between the Chiltern Tunnel and Long Itchington Wood.

We are recruiting for an experienced and motivated individual to provide an effective front of house service, ensuring the smooth running of EKFB's training facility at Wheatley, Oxford.

**Working Pattern: FTC until August 2024. Full or Part Time (AM Only) hours available.**

This role involves working closely with our Induction team to present a professional first point of contact for our new starters on their first day.

You will be meeting and greeting up to 35 new joiners to the HS2 project each day. You will need to ensure your work is completed efficiently and accurately, even during these busy periods.

Your day will involve welcoming visitors and signing them in, capturing biometrics and photographs, as well as liaising with our occupational health team who will be carrying out drug and alcohol testing.

You'll be on hand to answer any questions and provide extra support to those who may need it, ensuring you complete each interaction with a friendly and approachable manner.

Where necessary, additional administration support is required to support the wider Health and Safety team.

### **About You**

Key Skills and Qualifications:

- Previous administrative experience

- Excellent organisational and customer service skills

- A great communicator

- Strong IT skills (all training for our systems will be provided on the job)

### **About Us**

EKFB is a joint venture that brings together international, market leading expertise from four leading civil engineering and construction companies: Eiffage, Kier, Ferrovial Construction and BAM Nuttall. All four partners have specialist expertise in the design, construction, operation, financing and maintenance of railway networks, including the construction of one of Europe's latest high speed rail projects.

EKFB is proud to have been appointed by HS2 to deliver civil engineering works across an 80km section of the new high speed rail link between the Chiltern Tunnel and Long Itchington Wood. Our scope of the works includes 15 viaducts, 5km of green tunnels, 22km of road diversions, 67 overbridges and around 30 million cubic metres of excavation. EKFB is committed to improving lives, communities and the engineering and construction industry by providing sustained employment opportunities and being a good neighbour, protecting the environment and the places we work.

If you would like to be part of our collaborative, enthusiastic and forward-thinking culture, then please apply today.

In return, we're offering a competitive salary & benefits.

EKFB brings together international, market leading technical expertise. We have an industry leading track record of delivering major infrastructure projects, including Crossrail, the Millau

Viaduct, Mersey gateway and the Bretagne-Pays de la Loire High Speed Rail link.

We are committed to, and strongly believe in, inclusiveness and equality of opportunity.

Everyone who works with EKFB has a contribution to make; this is why we welcome applications from different backgrounds, experiences and abilities. Our aim is to create an inclusive environment where everyone feels they are able to be themselves. Please contact us if there is any additional support you might require making an application.

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#### Cross References and Citations:

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