

Receptionist

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Company: Global CTS Recruitment

Location: Wantage

Category: other-general

Receptionist/Office Administrator, Central Wantage up to £25,000, Monday to Friday (8.45am to 5.30pm) plus one in four Saturdays

Global CTS are looking for an experienced Receptionist/Administrator to join a busy new client based in central Wantage, this is due to expansion and continued growth. This is a busy role supporting the Wantage team who cover the regions of South West Oxfordshire to include Didcot, Abingdon and the surrounding towns and villages. As the receptionist and main point of contact for the business, you will need to have a strong telephone manner, be well presented and professional.

Why Apply

- * Ongoing training and development opportunities
- * 28 days holiday (including bank holidays)
- * Company pension scheme
- * Great office environment amongst a friendly and hardworking team

Responsibilities

- * Reception and administration duties for a small office
- * Developing and maintaining good working relationships with both clients
- * Arranging property viewings and client appointments
- * Greeting visitors on arrival to the office and offering reception duties
- * Preparing correspondence for the team
- * Recording and maintaining up to date information on the system
- * Providing administrative and reception support to the team
- * Covering office based administration and all related tasks with reception, taking all initial calls from clients
- * Skills and Experience
- * Conscientious and supporting member of the team
- * Personable approach with the ability to build rapport and provide excellent customer service
- * Excellent organisation and administration skills
- * Car owner with a full UK driving licence
- * Experience of working on a CRM system is desirable

No terminology used in this job description is intended to discriminate against a person's age, race, religion, gender, marital status, colour, disability or sexual orientation. Each candidate is only assessed on their merits, qualifications and abilities to perform the duties of the job

described above. In submitting your CV to Global CTS Ltd via email, social media, our website (general submission or vacancy application) or to a Global CTS vacancy via a jobs board you imply consent for Global CTS to process your personal data for the purposes of considering your suitability for vacancies and provision of work-finding services. We will never pass on your CV/details without receiving prior permission from yourself.

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