

Receptionist/General Administrator

Job Description:

Optimum Results/Customer Perceptions are seeking an experienced Receptionist/ General Administrator to join our team.

A Receptionist working in Optimum Results/Customer Perceptions will be the first point of contact for our bustling business centre.

You will welcome guests and greet people who visit the business. You will also coordinate front-desk activities, including distributing correspondence and redirecting phone calls. Our receptionist's duties include offering administrative support across the organisation.

We are offering this on a full-time or part-time basis.

Presence in the office is required Monday – Friday. It is essential to this role that you are available for a 6pm lock up daily, but start times are open to discussion and fixed thereafter.

What You'll Do:

- Greet and welcome guests to the business centre.
- Answer, screen, and forward incoming phone calls (including taking and forwarding messages).
- Receive, sort, and distribute daily mail/deliveries
- Maintain office security, oversee keys/access and daily lock-up of Business Centre (6pm)
- Order office/building supplies.
- Update calendars, schedule meetings and meeting rooms.
- Assisting with other office/building administration as required.
- Perform other clerical receptionist duties where required, such as filing, photocopying, etc.
- Perform other administrative tasks as required.

Personal Qualities:

- Excellent communication skills (written and verbal).
- A professional, friendly demeanour.
- Exceptional customer service skills.
- A strong team player and ability to work unsupervised.
- Taking pride in your work and delivering high-quality outputs.
- Good time-management skills and organisational skills.
- Ability to multitask on the job.
- Proficiency with Microsoft Outlook, Word, and Excel.
- Office/administration experience preferred.

Benefits:

- Care Values Organisation
- Quarterly performance related financial bonus
- Internal Progression Opportunities - Learning and Development programmes and courses

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 - Recreational/ team activities
 - Free on-site parking
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- Additional perks include smart/casual dress code, actively promoting a work/ life balance, Early finish time on Friday's weekly and Friday's preceding a Bank holiday, kitchen facilities.

Other Information:

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If you are interested in this position, please complete the following application

<https://forms.gle/Ebpkjs8ab22jUA9b7>