

Job Title
Receptionist & Admin Assistant

Job Purpose
A Part time role, providing cover for reception in the afternoons and completing a project to clear a backlog of works and inputting new orders on our job management system. This role is temporary with the potential of permanent employment for the right candidate.

Role and Responsibilities
<ul style="list-style-type: none">-Answering the main reception line and taking messages/allocating calls to others as appropriate-General admin- Focus on clearing backlog of works on our job management system- Data entry, inputting of new orders on job management system

Attributes required
<ul style="list-style-type: none">-A personable, professional and friendly manner- Confident communicator at all levels-Attention to detail to ensure accuracy of data-Ability to work independently-Punctual and precise- Comfortable using a PC- Previous experience is not necessary as full training will be given, most importantly we are looking for an enthusiastic individual who is willing to learn-Customer service experience advantageous but not essential

Applications
<p>All interested applicants should apply with their CV and covering letter to gemma.cook@steeledavis.co.uk or by post;</p> <p>FAO Gemma Cook Steele Davis Ltd. Unit 18 Devizes Trade Centre Devizes SN10 2EH</p> <p>Steele Davis Ltd are committed to being an equal opportunities employer and welcome applications from all appropriately experienced candidates.</p> <p>Closing date 14th June 2019</p>