



<http://stafftube.com/profile.asp?sid=ympb-oswm-rikl-shhpl-zimj&isid=rssko-plmh-gryk-tnw-touj>

Location:

United Kingdom, Bedfordshire,

Receptionist



Our local client is looking for an experienced receptionist to temporarily support their small administrative team during this busy period coming up to Christmas.

Job Responsibilities:

As a receptionist, you will be:

Dealing with volumes of inbound calls and putting them through to employees or taking messages.

Dealing with customer queries.

Meet and greet all visitors in a professional manner on site.

Ensure all visitors sign in and out on site in accordance to health and safety procedures.

General administrative duties such as filing, updating excel spreadsheets and faxing.

Preferred Skills:

Proven track record working on a switchboard
Excellent PC skills (Outlook, Word, Excel)

Personal Attributes:

Excellent communication skills
Professional manner

Benefits:

28 days Free car parking
Onsite kitchenette
Normal working week is from Monday to Friday.

For more information please visit here:

<http://www.randstad.co.uk/find-jobs/jobs/job-details.html?t=receptionist&jl=coventry&l2=42749&j=3655099>