

Job Description: Part-Time Receptionist



Department: Reception

Job role overview: Receptionist for head office, duties to including handling telephone enquiries and meeting and greeting visitors

Report to: Head of HR

Location: Hinckley, Leicestershire

Duties and Responsibilities

- Answer telephone calls via a modern switchboard and direct efficiently
- Welcome external visitors on site
- Internal communication via the factory P.A system
- Distribute internal and external post
- Book and schedule transports including flights for employee visits
- Book meetings and monitor meeting room usage
- Arranging couriers for parcel deliveries
- Stationery ordering
- Taxing and insuring vehicles, maintaining accurate records
- Supporting the Accounts Payable team in statement reconciliations and other administrative tasks
- Supporting the Customs and Duty team with returns
- General administration and filing tasks
- Keeping the reception area tidy
- To undertake and assist with projects as required by your Manager.
- Any other ad-hoc duties as required by your Manager.

Person Specification: Part-Time Receptionist



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	<p>Previous experience of working within an automotive or manufacturing environment.</p> <p>Experience within a similar reception environment</p>
Personality and Motivation	<p>Self-motivated and resilient.</p> <p>Flexible and adaptable.</p> <p>Able to take instruction and work under pressure.</p> <p>Outstanding communication skills, clear and concise written and verbal skills.</p> <p>Well-organised and efficient.</p> <p>Friendly and polite with a positive attitude.</p> <p>Able to deal with difficult clients and customers in a professional manner</p>	
Appearance and Characteristics Circumstances	Well presented.	
	<p>Able to be flexible on working hours.</p> <p>Able to work on a weekly shift pattern for both morning and afternoon shifts.</p>	