

<https://giaconsultancy.co.uk/job/receptionist-team-administrator/>

Receptionist / Team Administrator

Description

My client is a lovely boutique firm based in the heart of Altrincham. They are looking to appoint a pro-active, enthusiastic and highly professional Receptionist / Administrator to work as part of their business support team.

Responsibilities

A varied role with lots of responsibility, duties include:

Your main duties and responsibilities will include:

- Meet and greet visitors arriving at the office
- Ensuring meeting rooms are clean, tidy, and well stocked
- Receiving incoming calls and transferring calls effectively or taking accurate messages
- Updating internal telephone list
- Booking meeting rooms
- Managing car parking and whereabouts rota
- Maintain and order stationery and kitchen supplies for the office.
- Diary management and scheduling of meetings for directors and fee earners
- Dealing with incoming and outgoing post
- General administration duties such as photocopying, archiving, scanning, answering enquiries
- Responsible for making travel arrangements for staff
- Helping to deal with equipment and IT faults and reporting these to the relevant third parties to be resolved
- Scanning and saving documents to correct client or supplier files
- Updating information accurately in the various databases and software systems utilised by the business
- Uploading new enquiries and leads to the business' CRM system
- Dealing with new non-technical enquiries
- Booking training courses
- Uploading purchase invoices to Xero, as required.
- Raising invoices for clients, as required
- To assist with client take-on as required, including making client verification calls and conducting online AML checks
- To support the Marketing Co-Ordinator with marketing admin tasks, as required.

Qualifications

The successful candidate will have previous, proven experience working within a professional services environment.

It is essential that applicants have a confident and articulate telephone manner, smart and professional presentation and be able to demonstrate a can-do attitude.

Job Benefits

In return you can expect a salary of £22,000 plus a range of benefits including 25 days holiday, reward and recognition programme, pension scheme, death in service

Hiring organization

Gia Consultancy

Employment Type

Full-time, Permanent

Beginning of employment

ASAP

Duration of employment

Permanent

Industry

Administration

Job Location

Altrincham

Working Hours

Full Time

Base Salary

£ 22000 - £ 22000

Date posted

February 21, 2022

Valid through

15.03.2022

and discounted private health insurance.

Contacts

Applications are currently being considered so apply today!