

## **Receptionist / Administrator (Part-time)**

Want to be part of an exciting company? Sealtite Group are a leader in design, supply and installation of curtain walling, aluminium windows and doors, and are currently looking for a dynamic individual to join our administration team.

You should be able to show that you have excellent customer services and communication skills. The role will be varied and you will need the ability to manage a complex workload.

### **The Role**

- Answer telephones and take message where necessary.
- Meet and greet clients and provide refreshments.
- General admin roles, filing, scanning and photocopying
- Open, stamp and distribute post
- Update various excel spread sheets which manage, stock and production sales.
- Administration of fuel receipts and mileage charts.
- Collate delivery notes and distribute them to the relevant person.
- Assist the Accounts Manager with the administration of Purchase Ledger, collating purchase orders, invoices and delivery notes, distributing to appropriate staff and basic inputting on to Sage Accounts system
- Ensure office printers are stocked.
- Undertake housekeeping of welfare facilities
- Manage the Company's database that logs received enquiries
- Order stationery, supplies and other items needed for the business
- Manage the company's regular & Ad Hoc social events
- Ad Hoc assistance to the Company's Directors

### **The successful candidate will:**

- Be a quick learner
- Have excellent numerical skills
- Have excellent communication skills, both verbal and written
- Be Computer Literate and be able to use Microsoft Office including Excel, Word and Outlook.
- Have the ability to work under pressure and meet deadlines
- Be professional and have a positive working approach
- Be a Team Player and able to work on own initiative
- Be highly organised and efficient with excellent problem solving skills

### **The benefits**

- Salary £ 17,500 - £ 18,500 (Pro Rata)
- 25 Hours a week (negotiable)
- Workplace Pension Scheme
- 28 days holiday (inc.8 days public holiday)(Pro Rata)
- Childcare vouchers