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| **Job title** | Receptionist |
| **Reports to** | Project Manager |

**Job Purpose**

Farrans Construction are seeking to recruit a Receptionist to join their busy team in Lowestoft working on the Gull Wing construction project.

**Duties and Responsibilities**

* Be first point of contact, dealing with clients and customers in a professional and friendly manner via email and face to face and ensure all visitors sign in at Reception.
* Carry out general office duties including photocopying, emailing, answering phones, purchase ordering and distributing documents as required.
* Word process routine correspondence (emails, letters, memos, etc) as required by management, using Microsoft Word.
* Copying and note taking.
* Manage access in line with health & safety and Covid 19 rules.
* Distribute incoming and outgoing mail and deliveries.
* Take responsibility of Petty Cash.
* Keeping adequate stocks of materials.
* Organise and book meeting rooms and conference calls.
* Performing ad-hoc and assisting colleagues with administrative tasks and any other duties as required by Management.

**Experience**

* Previous Receptionist experience
* Educated to GCSE standard including passes in English and Maths.
* Working knowledge in Microsoft Office packages including Word and Excel.

**Skills & Competencies**

* Excellent communication skills - both written and verbal.
* Strong Computing and word processing skills.
* Excellent customer service skills.
* Capable of working on own initiative whilst working in a team environment.
* Candidates will be part of a large team and will need the ability to develop working relationships and a practical common-sense approach to daily work load.
* Able to prioritise, multi-task and an understanding of deadlines and working to achieve these.
* An excellent professional demeanour.

**Working Hours**

* Monday – Friday, Reception will be open 7am – 5pm however working hours are open for discussion.