

JOB DESCRIPTION

Receptionist – Part Time

Reporting To	Quality, Health & Safety Manager
Line Management	No
Budget Management	No

Main Purpose

Enthusiastic, professional person to help with the daily reception functions of our busy engineering design consultancy. The successful applicant must be willing to work in a fast paced, ever changing environment. A self-motivated individual with the ability to work unsupervised.

This role is part time and the proposed working hours will be 10am – 2pm, Monday to Friday.

Key Responsibilities

- Cover reception as and when requested to including welcoming visitors and providing drinks
- Arranging lunches for meetings and ensuring they are delivered to the meeting rooms when required
- Approachable with good interpersonal skills
- Ability to promote a positive image of the company to the customers and suppliers
- Good working knowledge of using MS Office to a competent level within an office environment, especially MS Word, Excel and Outlook
- Excellent communication skills with all levels of staff up to senior management
- Ability to work largely on own initiative
- Excellent time keeping

Collaborative Responsibilities

- Excellent communication skills at all levels
- Adaptable to change at short notice
- Approachable
- Working as part of a team

The statements above are intended to describe the general nature and level of the role. They are not to be construed as an exhaustive list of responsibilities, duties and skills of the role holder. Furthermore, they do not establish a contract of employment and are subject to change at the discretion of the employer.

How to apply

Please send your CV and Covering Letter to Catherine Comber, HR Assistant Email: hr@drivesystemdesign.com

PERSONAL SPECIFICATION

Skills and Abilities	
Criteria	Essential (E) OR Desirable (D)
<ul style="list-style-type: none"> • Communication skills • Organisational skills • Microsoft Office • Efficient • Flexible • Managing multiple and changing priorities at once • Time management • Meeting Planning • Prioritising • Attention to detail and high level of accuracy • High level of discretion and judgement • Ability to promote a positive image of the company to the customers and suppliers 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualifications and Experience	
Criteria	Essential (E) OR Desirable (D)
<ul style="list-style-type: none"> • Ability to multi-task • Ability to work as part of a team • Experience of working on a switchboard coordinating calls and taking messages • Experience of customer service both internally and externally 	<p>E</p> <p>E</p> <p>E</p> <p>D</p>