

Part Time Receptionist / Administrator - Leeds (afternoons)

This is a new role within the Company supporting a job share with a second Part Time Receptionist / Administrator in our Leeds Head Office.

The Company

William G Search Limited are a family run business and have been in operation since 1946 in Leeds. Our Hire & Events Division is responsible for the Hire of Portable Accommodation, Contractors Plant, and Serviced Toilets to building contractors in the regional construction industry, local and national events and local authorities. Our Industrial Products Division sell, commission, and service Compressed Air, Vacuum, and ancillary equipment to a variety of industries primarily in the North of England. They also sell and install industrial seals to a variety of industries in the North of England. Our Power Products and Parts Division sell engines, generating sets, and spare parts primarily in a business to business environment.

Objective

To work within the team as a key support member, managing communications between our client and our teams, whilst ensuring the administrative functions are kept up to date.

Responsible to

The Part Time Receptionist / Administrator will be responsible to the Personal Assistant to the Managing Director at Leeds but will be accountable for their own tasks on a daily, monthly, and annual basis.

Hours of Work

The current job share being advertised will work 8:15 a.m. to 12:45 p.m. (4.5 hours) or 12:45 p.m. to 5:15 p.m. (4.5 hours) on a rota basis (week 1 mornings, week 2 afternoons depending on the start date) with a 10-minute break mid-morning/afternoon - this equates to a 22.5 hour week. It is expected that when job sharing each individual will cover their partner's sickness absence and holiday periods.

Please note that we would require the successful candidate to start in January 2018.

Duties

- Answering the telephone using a Panasonic KXNT556 System
- Establishing the nature of the call, transferring the call to the appropriate person or dealing directly
- Meeting and Greeting visitors, advising the host, arranging tea/coffee if necessary, ensuring sign in and sign out

- Keeping hi-viz log and where visitors have checked one out ensuring that they are returned and signed back in
- Keeping visitor badges and updating where necessary
- Checking the company email and ensure it is distributed to the departments as appropriate
- Sorting and franking outgoing post ensuring that there is someone available to take to the post office (p.m.)
- Sorting special deliveries and ensuring a good supply of labels (p.m.)
- Accepting parcels and special deliveries through reception and advising recipient
- Checking stamps and maintaining stamp book
- Customer Service Letters/reporting on a monthly basis
- Text message MOT/Service reminders on a monthly basis
- Compile letters re MOT/Service reminders on a monthly basis
- Telephone clients re MOT/Service reminders on a monthly basis
- Text message sales campaigns
- Updating information for customer data records
- Keep COSHH Risk Assessment Register updated, ensuring documents updated and circulated as appropriate
- Updating website information
- Various Sorting, Filing, and Typing for the PA to the Managing Director
- Posting recruitment advertising on the website
- Ensuring that plants in reception are kept watered and healthy
- Feed the fish in the pond (a.m.)
- Updating the reception notice board (when on morning duties)
- Booking diary time in the training room diary for senior managers
- Any other duties as appropriate to the role

Person Specification

Essential Skills

- Confident and polite telephone skills
- Good communication skills with ability to discuss issues with internal personnel at all levels
- Working knowledge of Microsoft Office (Outlook, Word, and Excel will be used)
- Accurate and Numerate
- Ability to exercise discretion and confidentiality
- Ability to work as part of a team

Other Information:

Working Hours: 22.5 hour week (see above)
 Holidays: 22 per annum (pro rata) plus statutory holidays
 Location: Head Office - William G Search Limited, Whitehall Road, Leeds, LS12 6EP
 Salary: Scale £16,500 - £17400 per annum pro rata, therefore the rate for a 22.5 hour week will be in the scale £9278.10 - £9781.20)