

RECEPTIONIST / TEAM SECRETARY

Full Time. Salary negotiable depending on experience

We are looking for an enthusiastic Receptionist / Team Secretary to join our busy and well established agency, reporting to the H.R. and Training Manager.

This role will be based in the UK Head Office located at Caspian House, The Waterfront, Elstree, Hertfordshire. WD6 3BS.

Main Responsibilities

- ◆ Arranging couriers and checking courier invoices.
- ◆ Providing support to the team with any administrative / secretarial duties.
- ◆ Diary management, scheduling meetings, appointments and co-ordinating diaries accordingly.
- ◆ Reconciliation of expenses incurred by senior members of staff
- ◆ Assist in the organisation of company conferences and events.
- ◆ Open all incoming post and distribute to employees.
- ◆ Maintaining holiday and sickness forms.
- ◆ Greeting visitors.
- ◆ Receive and screen incoming phone calls.
- ◆ Reporting any building / housekeeping issues to the relevant people.
- ◆ Ordering stationery.

Core Skills

- ◆ Ability to work unsupervised using own initiative.
- ◆ Strong administrative and organisational skills.
- ◆ PC Literate with a good knowledge of Microsoft Office.
- ◆ Discreet in handling confidential issues.
- ◆ This position would ideally suit someone with 3 years experience in a similar role.
- ◆ Be flexible and possess a professional approach to work, committed to effectiveness and accuracy.
- ◆ Should possess a genuine interest in, and dedication to work within a team secretarial role.

If you are interested in a position with the company, please send your current C.V. and salary expectations to: careers@supremia.co.uk

NO AGENCIES PLEASE