



### **Vacancy – Part-time Reception Cover**

- We are looking for a part time receptionist
- 25 hours per week
- 12:30 – 06:00 pm, with a ½ hour break from 03:30 – 04:00 pm
- The role will also include holiday cover for 30 days of the year, not specified, which will include a full day from 8:30 am – 06:00 pm

#### **Duties will include:**

- Provide a friendly and welcoming reception for our clients and visitors, ensuring all visitors are welcomed in a professional manner
- Switchboard duties
- Calendar management of the internal meeting rooms
- Co-ordination of incoming and outgoing post, including booking couriers and where required tracking the delivery of parcels
- Managing rooms for dining, internal courses and functions.
- Support any filing needs across the Company
- Cover for facilities duties
- Other ad hoc duties including general administration tasks

#### **The Successful Applicant will be:**

- Competent in Microsoft Word
- Professional with a flexible and positive attitude
- Proactive team player

Please send applications to [hr@ahj-ltd.co.uk](mailto:hr@ahj-ltd.co.uk)