



Part-Time Receptionist

A vacancy has arisen in our Odiham, Hampshire offices for a part-time (afternoon) Receptionist. Primary duties will be to operate the main switchboard receiving/directing incoming telephone calls and to receive and greet visitors.

A brief list of duties include:

- receiving/directing incoming telephone calls and maintaining a call record;
- taking comprehensive messages when the person called is not available;
- ensuring messages taken reach their destination in a timely manner;
- welcoming visitors, arranging for their collection from reception and maintaining a visitor record;
- ordering / preparation of lunches and setting up meeting rooms;
- assisting with general office duties, correspondence, mail-shots etc., as required;
- assisting with staff training as required;
- keeping the reception area, kitchens, conference and meeting rooms tidy;
- maintaining a high standard of record keeping and routine office practices.

The successful candidate will be expected to:

- be a good communicator at all levels;
- be a confident, accurate, and methodical worker;
- have a professional, orderly nature, and appearance;
- preferably, have reception, switchboard experience;
- be PC literate, and have experience and a good working knowledge of Microsoft Office including Word, Excel, and Outlook;
- be able to multitask and have a flexible attitude towards the type of work undertaken.

The hours will be 1:00 pm to 5:30 pm, 4.5 hours per day, Monday to Friday. However additional hours may be required to cover other receptionist absence and therefore you may be required to work full time up to 8 hours per day (8.30 am to 5.30 pm), for possibly consecutive weeks.

You will be joining a stable and well-established organisation in state of the art offices offering a very comfortable working environment. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi and on-site parking. Further details are available at www.spectro-oil.com.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to recruitment@spectro-oil.com.