

Job Description

Job Role Title	Receptionist / Office Junior
Reportable to	Executive Assistant
Role overview	The purpose of this role is to answer telephone calls/take enquiries and direct them to the correct person/department along with general office admin duties and support.
Role Specific Tasks	<ul style="list-style-type: none"> • Screening of calls and taking detailed, accurate messages and transfers where necessary. • Logging tickets on Autotask and assigning to the right queue. • Weekly stationery inventories to ensure all stock is up to date and to order more when necessary. • Ordering office supplies, tea, coffee, water, etc. • Management and distribution of all incoming and outgoing post and couriers. • Photocopying, printing, binding and filing all company documents. • Booking of meeting rooms and organisation of any refreshments required. • Update of contact lists on the company database. • Assisting the Executive Assistant with regular health and safety checks. • Ad-hoc secretarial duties, including running personal errands and booking lunches.
Requirements	<ul style="list-style-type: none"> • Must be confident with all Microsoft Office packages • Previous administrative experience required • Polite telephone manner • Excellent written and verbal communication skills • The ability to work well as an individual and as part of a team within the wider group
Location	Ridgewall's Central Office - Ipswich, Suffolk
Hours	09.00 - 17.30hrs, Monday - Friday
Salary	Approx £17 -18K
Apply to	Apply in writing, with a copy of your CV to hr@ridgewall.co.uk by 16 September 2020