

Administrator/Receptionist

Job Purpose

A key role within the Company, this position is responsible for the smooth and efficient administration for the Company. The reception area is the first point of call for visitors and good customer interaction is paramount.

Core Duties

- Typing of technical certificates and reports.
- Answering the telephone and welcoming visitors in a polite and helpful manner.
- Updating Quality and Works Manuals.
- Scanning and filing of Technical Services paperwork.
- Completing relevant paperwork and keep database up to date.
- File and post invoices.
- Franking all mail and delivering to Post Office.
- Providing general administration support as required (typing of machine instructions, audits, reports and providing support to Accounts, Quality and Heat Treatment personnel etc.).
- Ordering of all stationery/consumables, including responsibility for price comparisons.
- Facilities management.
- Responsible for fire drill tannoy every Friday and in the event of a fire taking out the Visitors book to enable location of all visitors to site.
- Distributing all incoming post.
- Preparation of clock cards.
- Maintaining a tidy and secure reception area.
- Any other work of a similar level allocated by the Assistant to MD but not fully outlined within this job description.

Experience / Skills required

- Excellent IT skills including word processing, with relevant Level 3 qualifications.
- Good GCSE grades in English and Maths.
- Minimum 3 years' experience in a busy office/administrative role.
- Ability to prioritise work and to meet deadlines.
- Strong organisational skills with a problem solving attitude.
- Attention to detail as accuracy is essential.
- Good communication skills are essential as this role is required to liaise with all departments and with customers.

Hours - Total 37.25 hours per week

Mon-Thurs 8.15am to 5.00pm (1 hour lunch unpaid)

Fri 8.15am to 3.00pm (Half hour lunch unpaid)

To Apply:

NO AGENCIES

Send your CV and a covering letter by email to cduxbury@keighleylabs.co.uk or by post to Celia Duxbury, Keighley Laboratories Limited, Croft House, South St, Keighley BD21 1EG