

## Administrator / Receptionist

You'll be key in providing excellent customer care to clients and keeping the office running smoothly. Among your tasks you'll be answering phones, monitoring and updating the customer ticket system and email inbox, and making sure actions are followed up. You'll take pride in keeping the office stocked up and presentable and greet clients and suppliers, and manage deliveries.

This is a lovely role to make your own. We're looking for someone who loves making themselves useful and will think of ways to improve the customer experience and bring a little joy to the office.

Full training will be given but you should be able to demonstrate some previous admin experience, a passion for customer service and of course a little bit of IT savvy!

In return, the company offers a rewarding work environment. Expect lots of fun staff outings from archery to brewery tours! You'll also receive 24 days holiday plus an additional 6 half day Fridays to take through the year. You just need to decide what to do with your free afternoons!

This is a permanent office-based role working Monday to Friday, 8.45am to 5.30pm. Are you the right person for this job? Apply here or give Alice a call on 01747 825568.

<b>Core Hours:</b>	Mon-Fri, 8:45am to 5.30pm.
<b>Location:</b>	Head Office Blandford Forum
<b>Company Meetings:</b>	2 <sup>nd</sup> Wed of each month, 6pm to 9pm.
<b>Salary:</b>	Circa 21K
<b>Holiday:</b>	24 days plus bank holidays
<b>Perks:</b>	Additional 6 half day Fridays per annum