

Vacancy:

Receptionist

- **Posted:** 28/8/09
- **Contact:** Russell Townsend
- **Location:** Birmingham
- **Contract:** Permanent
- **Salary:** Negotiable

Overview of role:

As Receptionist you will assist the Studio team in all areas and help to maintain the day to day running of the Studio along with helping to maintain internal systems to ensure efficient and correct delivery of goods to clients. You will report to the Operations Manager, Claire Hurst who will act as your line manager.

Job Function:

- Screen telephone calls, enquiries and requests and handle them when appropriate or pass onto colleagues as appropriate. When necessary, taking messages and ensuring they are passed on, presenting a professional and helpful image to enquirers.
- Organising and maintaining diaries and making appointments.
- Deal with correspondence and write letters.
- Deal with outgoing post and keep records where necessary, eg Special Delivery items
- Support the day to day work of the Directors, assisting them in any areas they require, including minor personal matters, travel and accommodation (Access to confidential information requires complete discretion).
- Undertake general administrative and reception duties including photocopying, faxing, filing, dealing with enquiries and liaising with suppliers.
- Front of house – meet and greet clients upon arrival, deal with any deliveries or “cold callers”.
- Take responsibility for the checking of stock and ordering of stationery and office supplies to enable effective delivery of Clusta’s work.

Candidate Requirements:

- To build long-term working relationships based on trust and credibility.
- Excellent interpersonal skills in order to communicate clearly and politely with people at all levels in the organisation or from outside agencies.
- To work with minimum supervision and manage your own workload effectively.
- To organise and prioritise key tasks.
- Excellent record keeping skills, ensuring that relevant documents are completed, retained or forwarded as appropriate.

Core Skills:

You have strong skills in:

- Excellent communication skills both orally and in writing.
- To be a self-organised, self-starter and meet deadlines.
- Respond positively to change.
- Adapts style to the needs of different people.
- Computer literacy including familiarity with e.g. Word, Excel.
- Able to convey complex information to a range of people.
- Excellent people skills.
- Work well in a team.
- Maintain good client relations.
- Self motivated and a people's person.
- Highly organized, efficient and able to retain information.

How to apply:

Interested applicants can apply via email only to: claire@clusta.com

Please include:

- PDF cover letter
- CV
- Subject line: "Receptionist"

No phone calls yet – we're hiring because we're busy, email only.