

Employer: Alexander Legal Services Ltd

Vacancy: Receptionist

Hours: 9:00-15:00 = 22 hours per week

Salary: £11.44 per hour – National Living Wage

Working pattern: Monday, Tuesday, Wednesday, Thursday

Number of vacancies: 1

Job Summary

Overview:

Greeting clients at our office on North Shields Fish Quay, as well as carrying out basic admin tasks, such as answering phone calls and processing post.

General Job Duties:

- Taking and directing calls;
- Cleaning, organising, and maintaining the reception area;
- Keeping basic office supplies stocked;
- Greeting clients;
- Setting up meeting room for client appointments;
- Providing customer support;
- Answering basic questions about our services;
- Scheduling appointments and meeting times
- Representing the business with a positive attitude and professional appearance
- Engaging in public relations and marketing to a minor degree

Essential skills, experience and qualifications

What do we expect to see from you?

This is a starting role, so we don't need qualifications or experience... that's what we're here for. But there are a few key behaviours and skills we want to see from our candidates; and these are ones that if you possess and can demonstrate; you will make this work placement a real success!

- A commitment to own learning and development and ready to complete the training on offer
- Ability to work well as part of a small team
- Ability to demonstrate customer care and to be polite and courteous
- Able to follow instructions and health and safety guidelines
- Good communication skills