

Receptionist/Administrator

Full Time/ Permanent

Hours: 08:30 – 17:00

Established in 1868, Kingerlee has been providing high quality buildings in Oxfordshire and the surrounding counties for five generations. We are a family firm with great values and a forward-thinking, energetic approach. We have a passion for construction and thrive on high quality, challenging projects. Our experience is wide-ranging and includes independent schools, luxury bespoke private homes, university and college projects, hotels & leisure schemes. We have an enviable track record in new build, conversion, and restoration projects, large and small. We operate in Oxfordshire and the surrounding counties.

About the role

This is a varied and busy role where the main duties will be as receptionist. You will need to have a professional and positive image as being the first point of contact for visitors. Deliver excellent customer service to all visitors and colleagues. Having a good standard of English which is essential to be able to deal with all enquiries efficiently.

Additional to the receptionist responsibilities there is also a wide range of administrative tasks which form part of the job description, as well as any other ad hoc tasks that may be required, so a versatile approach will be required.

We are looking for somebody who not only is able to work within this role with confidence and calmness but also able to work under pressure and enjoys a varied job role.

Requirements for the role

- Must have good verbal and written English to competently take messages clearly and accurately both in person, on the telephone and in writing as well as for other written admin tasks.
- As first point of contact have a smart/professional appearance.
- Responsible for the efficient running of the reception and related areas.
- Maintain the tidiness and organising of the reception area.
- Handle all enquiries, forwarding calls and messages to colleagues in an accurate; timely and professional manner.
- Support arrangements and hospitality for meetings as required.
- Ability to work independently and also to know when to refer to others.
- Good IT skills including; email, internet and Microsoft office with ability to learn other IT systems.
- Excellent attention to detail.
- Strong organisational and time management skills.

In return, Kingerlee offers:

- 25 days paid holiday + bank Holidays
- Long service leave – additional holiday entitlement after 3 years' service increasing to max 30 days after 10 years' service
- Pension scheme with 6% employer contributions
- Life Cover
- Access to Smart Health – online and telephone GP
- Health insurance for you and a partner on completion of 3 months' service
- Access to salary sacrifice car scheme for electric and hybrid vehicles
- Access to training and development including regular one to ones with your line manager