



Receptionist / Administrator

Salary: £23,000 – 26,000 dependent upon experience

Hours: Part time – 16 hours per week
08.30 – 17.00 Mondays & Tuesdays

Location: Derby

The Role

We're looking for an experienced and organised Receptionist / Administrator to join our team.

On completion of your initial training, you will be responsible for our front of house duties. We know that the excellent customer service we offer often starts with the front of house team and we only get one chance at creating that first impression. With customer satisfaction at the forefront of what we do, you will ensure our customers receive exceptional service, dealing with calls in a polite and professional manner and greeting any visitors with a warm welcome.

Key duties include:

- Politely and confidently answering any incoming calls.
- Greeting visitors with a warm welcome.
- Dealing with the outgoing mail.
- General administration duties.

The role is part time working 08.30 – 17.00 (with a half hour lunch break) on Mondays and Tuesdays.

The Candidate

You will ideally have previous reception experience along with a professional and polite telephone manner. You will be a good listener, a confident communicator and have excellent administration skills.

You will have a positive, enthusiastic, pro-active approach and the willingness to be hands-on.

The experiences we create for our customers are unique, we will therefore fully support you in developing your skills and knowledge throughout your employment with us as we equip you with the confidence, ability and expertise to succeed in your role.

Our business has significant plans for future development and growth. We want to hear from people who believe they will succeed in this environment and are excited about the prospect of being part of the team and helping us grow!

Requirements

Key skills and experience

- A confident and polite telephone manner.
- Ability to manage time and co-ordinate priorities effectively.
- Excellent interpersonal, written and oral communication skills.

- Attention to detail.
- Experience of working in a receptionist position.

Beneficial skills and experience

- Experience of working in a receptionist position.
- Knowledge of the travel industry.
- An interest in travel.

Benefits

- A basic salary of £23,000 - £26,000 (dependent upon experience)
- 24 days holiday per year (increasing with length of service to a maximum of 27 days) in addition to all public holidays
- Contributory workplace pension
- Healthcare cashback scheme
- Cycle to Work scheme

How to apply

Feeling excited about the role and want to apply? We can't wait to hear from you!

Please send us your CV with a great covering letter introducing yourself and detailing:

- Your current role and salary
- Where you saw this vacancy advertised
- Why you are a suitable candidate for this position

Please email your application to recruitment@rayburntours.com

