

Career Opportunity

Position: Apprentice Receptionist (Part Time)

Location: Lincoln

Department: Administration & Reception

Hours: Wednesday-Friday 8am-5pm

We are looking for a motivated individual to help provide a wide range of administrative support across the Group. You will be situated front of house working alongside our Head Receptionist. You will pride yourself on great customer service and ensure your work is completed to the highest standard. We are looking for a confident individual who has a desire and personal drive to achieve this apprenticeship.

Your duties will include but not be limited to:

- Receive and deal effectively with calls through a switchboard
- Greet all visitors in a professional and efficient manner
- Present a professional image, both in person and over the phone
- Manage meeting room bookings via Outlook
- Handle incoming and outgoing mail
- Assisting all departments efficiently and effectively with various administration duties including: typing, filing, logging data, photocopying and scanning.

Personal specification:

- Excellent communication skills, at all levels, both written and verbal
- Be able to work to tight timescales using your own initiative
- Knowledge of Microsoft Office packages
- Great telephone manner and organisation skills
- Pride yourself in delivering high standards of customer service
- GCSE 4 - 9 or equivalent in Maths and English is preferable.

Things to consider:

- This position is located in Sturton by Stow, the successful candidate must be able to get to our offices (there are no public transport options available)
- This apprenticeship is a fixed term apprenticeship, this vacancy for the right candidate could lead to permanent part time employment.

To apply for the above position, send your CV and covering letter to katie.scott@gelder.co.uk, or by post to:

Katie Scott
Gelder Group, Head Office
Tillbridge Lane
Sturton By Stow
Lincoln. LN1 2DS



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