

## Career Opportunity

### **Position: Receptionist - Fixed Term Contract – Maternity Cover Approx 24th June for 12 months**

**Location:** Lincoln

**Department:** Administration & Reception

8am-5pm Monday to Friday, with 30 minutes lunch

At Gelder Group, we pride ourselves on providing exceptional service and creating a welcoming environment for our clients and guests. Our team is dedicated to excellence, and we are looking for a receptionist who shares our commitment to professionalism and outstanding customer service.

#### Key Responsibilities:

- Greet and assist visitors upon arrival, ensuring a positive and welcoming experience.
- Answer and direct phone calls in a professional manner
- Manage the front desk area, ensuring it is always tidy and presentable
- Coordinate and prioritise multiple tasks efficiently, maintaining a calm and organised workflow
- Good Excel knowledge for various administrative tasks, including data entry, scheduling, and reporting
- Handle incoming and outgoing mail, stationery and deliveries
- Assist with various administrative duties as needed to support other departments

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

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



---

### **All available positions**

For a full list of available positions, please visit our careers page: <https://gelder.co.uk/careers>.