



CETERIS

Closing date

12th April 2021

Location:

Alloa or any other Ceteris properties within the Central Region

Post Details

Receptionist - Part time – 22.5 hours per week

Salary £18,884 pro rata

Closing date for applications is 5.00pm on Monday 12th April 2021.

Interviews will take place w/c 19th April 2021

The Post

The post is predominately based at our serviced business centre in Alloa. The centre provides high quality serviced office accommodation, virtual office services and meeting room services. The applicant should have sound reception skills and enjoy working with people. Experience in Word and Excel is essential. Working as a key member of a team but able to use your own initiative, you will be expected to take responsibility for providing our customers with the very highest quality of service.

The working pattern Mon– Fri, alternating weekly, 22.5hrs

AM Shift 8.45am – 1.20pm

PM Shift 12.40pm-5.15pm, 4.30pm on Friday

The role requires flexibility and additional hours will be required to cover holidays, sickness over all the reception sites throughout the portfolio. A driving license and own transport are essential.

- Deal with all enquiries in a professional and courteous manner; telephone answering, message taking delivering secretarial and broadband services
- Control of all incoming, outgoing deliveries and mail and ensure mail is franked in a timely manner
- To provide a friendly, efficient and professional service. To act as a source of information to encourage and promote new business and Ceteris services
- Co-ordinate and manage room bookings through the online booking system.
- Ensure all meeting rooms are clean, tidy and ready for use at all time and catering is set up and delivered on time
- Ensure policies & procedures are followed including Health & Safety Risk assessments and Fire Risk Assessments in line with Health and Safety Policy
- Be responsible for evacuation, in case of emergency, acting as first point of contact for tenants and the Emergency Services
- Reporting and recording any relevant maintenance issues onto Cafm system
- Accurate recording of data relating to serviced office charges
- Responsible for initial welcome meeting for new Tenants
- Providing cover for other Reception services staff at other sites owned and operated by Ceteris
- Promote and encourage energy, recycling and waste management in with Ceteris Environmental and Energy Policy for the purpose of reducing landfill, energy and water waste by being environmentally resource efficient.
- Securing building entrance each evening when required and general locking up procedure.
- Any additional tasks as may be required to support the Property Team.

Please email your CV to jevans@ceteris.co.uk