

RECEPTIONIST / ADMINISTRATIVE ASSISTANT



Job summary

The English Bridge Union has an opportunity for a full time Receptionist/Administrative Assistant to join our administration team.

You will be the first point of contact for all inquiries by telephone and in person. Successful applicants must therefore possess a confident and professional manner. You will be working within a small team so you will need to be flexible in your approach. You must have excellent communication skills, experience of Microsoft Word, Excel and Outlook, and be able to pick up new systems with ease. Previous experience is desirable but not essential.

In this varied role, your responsibilities will include the following:

1. Meet, greet and direct visitors in a professional and friendly manner
2. Make, receive and direct telephone calls in a professional and friendly manner
3. Process payments and undertake other small accounts tasks
4. Compile and despatch weekly and quarterly mail-outs
5. Deal with post/couriers/deliveries (incoming and outgoing)
6. Order stationery and other office consumables
7. Provide support to the Office Manager which will include, but not be limited to, Membership Administration and Services
8. Manage and maintain the office archiving system
9. Ensure office equipment is operational and deal with maintenance suppliers
10. Log reactive maintenance issues in the absence of the Office Manager
11. Provide administrative backup where required

Working hours are 9am to 5pm (an hour for lunch) Monday to Friday. To apply, please submit your CV to Karen Durrell, karend@ebu.co.uk. Starting salary is £15,500.

The closing date for this opportunity is Monday 1st October 2018. Successful candidates will be contacted by 5th October 2018 to schedule an interview for 8th October 2018.

Additional Information

We may not always be able to reply to every applicant due to the volume of CVs received so if you have not received a call within 3 working days please assume that you have not been successful on this occasion.