

Receptionist & Admin Support (Permanent Position)

Hours: Full time 38.5 hours per week

Competitive salary and benefits incl. pension, life insurance, referral commission, and attendance bonus

Holidays 32 days (20 days plus 8 bank holidays and 4 days over Christmas period)

Opportunity to gain further qualifications – NVQ Level 2/3 in Business Administration

Torr Waterfield are a privately owned medium sized firm of Accountants based in Leicester providing first class compliance and advisory services to a diverse range of businesses and personal tax clients.

We are looking for a Receptionist and Admin support person to help ensure that our busy reception runs smoothly. The ideal candidate will have had previous experience in such a role or an NVQ Level 2/3 in Business Administration or at least a Level 5 in GCSE Maths and English. Previous Sage experience would be an advantage, but not essential as full training will be given. A team of friendly and skilled professionals will aid the successful applicant's development and offer support when needed.

The role will primarily involve meeting and greeting clients, answering the phone and assisting the Admin department with various time critical tasks.

If you are ready for a new challenge and would like to work for a local firm of Accountants with a growing client base, then please get in touch

Required skills:

High level of attention to detail

Excellent verbal & written communication skills

Be highly motivated & have a willingness to learn

Good time management and efficient at organising and prioritising workload

Have the ability to work well in a team

Please send your cv to claire.bailey@torrwaterfield.co.uk