

Receptionist and Admin (Permanent Position) **Full time – 38.5hours per week**

Job Role

We are looking for a Receptionist and Admin support person to help ensure that our busy reception runs smoothly. We are looking for a motivated, pro-active and forward-thinking individual.

Torr Waterfield a leading independent Leicester accountancy practice are currently recruiting for a Receptionist and Admin support with experience in a general office or accounting environment.

What you will be doing?

The role will primarily involve meeting and greeting clients, answering the phone and assisting the Admin department with various time critical tasks. Ensuring all health and safety checks are completed as and when required.

What does the ideal candidate look like?

Working knowledge of Microsoft windows, word & excel.
High level of attention to detail.
Skilled at dealing with people.
Organised and deadline driven.

What you'll get from us

The opportunity to work with a broad range of exciting and diverse clients.
Contributory pension scheme & life assurance.
32 days holiday (20 days plus 8 bank holidays & 4 days over Christmas period). Leave increases with years in service and an option to buy extra annual leave.
Productivity bonus scheme.
A modern working environment, complete with coffee on tap.
A highly skilled, driven and super friendly team to work alongside and develop your talents.
Opportunities to flourish in your role through training and personal development.
Quarterly Team Building events.
Charity Challenges.
Annual Christmas and Tax celebrations.

What next?

Please email a CV and a short, snappy cover letter or email that explains why you're the perfect person for this role.

Please email recruitment@torrwaterfield.co.uk and be sure to write ' Receptionist and Admin Role' in the subject line.