

Receptionist / Office Administrator

Key responsibilities:

- Reception duties;
- Meet and greet clients and visitors;
- Provide a high level of support and administration using Microsoft Office packages;
- General office duties including stationary orders and procurement

Essential Requirements:

- Minimum of 5 GCSE's grade A-C;
- Minimum 1 years' experience in a similar administrative role;
- Ability to perform general administration duties to a high level independently;
- IT literate with excellent working knowledge of Word, Excel and Outlook;
- First class communication and interpersonal skills; and
- A high level of attention to detail and accuracy due to the importance and nature of the work.

For an Application Pack please contact Majella Hughes on Tel: 028 302 69933, or Email: majella.hughes@asmnewry.com

Closing date for all applications is Friday 22nd March 2019

We are an equal opportunity employer