

Park Homes

<https://parkhomesuk.co.uk/careers/receptionist/>

Receptionist

Employment Type

Full-time

Job Location

BD16 1PE, Bingley

Base Salary

£ 11.44

Hiring organization

Park Homes (UK) Ltd

Working Hours

Monday to Friday

Date posted

November 12, 2024

Description

Park Homes is a leading provider of compassionate and personalised healthcare services dedicated to enhancing the well-being and quality of life for our service users. We pride ourselves on delivering high-quality care in a supportive and respectful environment.

Overview:

We are seeking a receptionist to join our team at our Head office. The ideal candidate should possess excellent communication skills and be proficient in Microsoft Excel, Word, and Outlook.

Responsibilities

- Handle all incoming telephone calls at Head office and pass them onto the correct departments and Care Homes
- Assist in the preparation of reports, presentations, and data
- Provide administrative support to ensure efficient office operations- Manage office supplies and equipment
- Maintain accurate records and files
- Respond to queries via phone, email, or in person
- Undertake basic IT tasks within the office environment

Experience

- Proven experience in an administrative role
- Experience in a busy switchboard environment with a minimum of 3years receptionist experience
- Ability to communicate effectively at all levels within the organisation
- Proficiency in Microsoft Office Suite (Excel, Word, Outlook)
- Strong organisational skills with attention to detail
- Prior experience in an office environment is advantageous

This position offers the opportunity to work in a dynamic office setting where your organisational skills will be valued. If you meet the requirements and are looking for a challenging administrative role, we encourage you to apply for this position.

Salary is national minimum wage for the successful applicant.

Experience:

- Receptionist: 3 years (preferred)

Job Benefits

Benefits:

- Company pension
- Free parking
- On-site parking