

Job Title : Receptionist Apprentice

Location : BEDFORD, Bedfordshire, MK44 3JZ

Position Type : Apprenticeship

Sector : Admin/ Office / HR

Positions Available : 1

Working Week : Monday - Friday 8:30-5:30 (40 hours a week)

Salary : £240.00 Per Week

Application Deadline Date : 02/02/2020

Brief Description :

As an apprentice you will enjoy learning on the job while providing support and delivering excellent Administration and Customer Service as a front of house receptionist.

Qualifications Required :

Minimum of 4 GCSEs at A*- C/9-4 (including maths and English) and or the equivalent.

Vacancy Detail :

As an apprentice you will enjoy learning on the job while providing support and delivering excellent Administration and Customer Service as a front of house receptionist. You will be the face of Verifile, representing the company in a professional manner and optimising the customer and visitor experience.

Role Summary:

The role is varied and will include being the first point of contact for all telephone enquiries and visitors to our offices in Bedford. You will learn how to best assist the office manager with the day to day running of the facilities, as well as given proper guidance and training around delivering administrative support.

Responsibilities:

- Answering & directing telephone inquiries
- Greeting visitors and professionally liaising with internal staff
- Managing the ordering and usage of stationery and office consumables
- Coordination of travel for staff via Railblazers
- Organisation and facilitation of meeting rooms, room layout, refreshments & lunch
- Managing incoming and outgoing post
- Answering email inquiries (using Microsoft Outlook)
- Assisting with scanning, photocopying and printing of documents
- Organising paperwork, documents and computer-based information
- Booking and coordinating couriers
- Conducting ad-hoc meter readings
- Responsible for the general tidiness of reception

Personal Qualities :

Well organised, self motivated, good time keeper, resilient, willing to learn and a positive can do attitude. You will have a passion around customer service with a real desire to support, have the ability to prioritise and build good rapports with colleagues and clients at every level.

Skills Required :

Familiar with Microsoft packages (word, outlook), typing skills, confident and professional telephone manner.

Future Prospects :

Permanent employee and salary increase



Training to be Provided :

Business Administrator Level 3 Apprenticeship plus Level 2 Functional Skills in maths and English (if required). You will also study a range of topics including IT, Record and document production, Decision making, Planning and organisation, Project management, Policies, Relevant regulations, Stakeholders, Processes and external environment factors.

Other Information:

All candidates will need to attend an initial interview with a member of the apprenticeship recruitment team at Bedford College, and complete an online maths and English initial assessment for the application to be processed accordingly.

Successfully shortlisted candidates will complete a telephone interview before progressing to a face to face interview.

Things to consider :

There is a bus route to Priory Business Park Bedford which is situated just outside of Bedford town centre Please ensure your travel needs would be covered before applying to this role.
Please be made aware a full pre-employment background check is required for this position.

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