

Receptionist Role @ Morecambe Office

The role is a job share, Monday to Friday, 13:00 to 17:00. Details and requirements are as follows:

Receptionist Job Responsibilities:

1. Serves visitors by greeting, welcoming, and directing them appropriately.
2. Notifies company personnel of visitor arrival.
3. Informs visitors by answering or referring inquiries.
4. Maintains security by following procedures, and monitoring logbook.
5. Operates phone system.
6. Keeps a safe and clean reception area by complying with procedures, rules, and regulations.
7. Supports continuity among work teams by documenting and communicating actions, irregularities, and continuing needs.
8. Contributes to team effort by accomplishing related results as needed.

Receptionist Qualifications / Skills:

1. Telephone Skills
2. Verbal Communication
3. Listening
4. Professionalism
5. Attention to detail
6. Informing Others
7. Handles Pressure

Education, Experience:

1. Familiarity with phone systems
2. Previous experience with Microsoft Office software preferred
3. Previous experience in Legal Office