

Receptionist/Administrative Assistant

Company Name	SB&P
Office Location	Bootle, Liverpool
Job Title	Receptionist/Admin Assistant (job share)
Reports To	Executive Assistant
Hours	Part time – 24 hours a week (Monday – Wednesday, 8.30am to 5.30pm) Flexibility to cover holidays etc with job sharer
Salary and Benefits	FTE £26k to £29K, dependent on skills and experience (pro rata £15,600 to £17,400)
Start Date	ASAP

We are looking for a friendly and efficient office receptionist/admin assistant to join our team. As the first point of contact you will greet visitors, answer and direct all incoming calls and assist the firm with day to day administrative tasks.

You will find a supportive, positive, and welcoming culture at SB&P, with an emphasis on teamwork, and work/life balance.

Job Objectives

- To ensure that visitors and clients are greeted courteously and promptly.
- Providing information to visitors and callers.
- Managing the reception area, keeping it tidy and presentable.
- Providing administrative support across the whole firm.

Duties

- Greeting visitors and clients and directing them appropriately.
- Answering and directing phone calls, taking messages and ensuring that these are passed to the appropriate team member.
- General assistance for clients and visitors.
- Processing credit card payments from clients.
- Managing incoming and outgoing mail
- Ordering office supplies.
- Document preparation (eg typing/editing letters, reports, etc).
- Booking meeting rooms.
- Providing administrative support to the team and handling general office duties, eg scanning/photocopying.
- Updating and maintaining of databases
- Assisting with other ad hoc assignments as necessary

Key Skills

- Experience of working with Microsoft Office (outlook, word, excel).
- Attention to detail and accuracy in data entry.
- Excellent communicator
- Professionalism.

Company Benefits

- Generous company pension scheme.
- Free on-site car parking.
- Death in Service benefit – 2 x annual salary.

To apply, send your CV and covering letter to Jane Wright at jane.wright@sb-p.co.uk.