



# BE PART OF OUR TEAM

## Receptionist – Full time

**epm:** technology group  
ENGINEERING MOMENTUM

Epm are looking for a Receptionist to join their busy front of house team.

### The Role

- Meet and greet all visitors on arrival to site.
- Answering all phone calls to site, transfer and taking messages as required.
- Booking of meeting rooms for company meetings, including refreshments and food bookings.
- Receive and sort daily mail/deliveries/couriers.
- Maintain security by following procedures and controlling access (monitor logbook, building/car parking access).
- Administration support to the office and the shop floor, as and when required.
- Ensuring the reception area is kept clean and tidy.
- Including any other adhoc duties.

### About you

- A practical thinker, good at identifying problems and finding solutions.
- A thorough person with very good attention to detail.
- An excellent telephone manner and communicator.
- Presents a professional company image.

### Qualifications, knowledge and skills

- Proven working experience in a front of house.
- Proficient with Microsoft Office Suite.
- Ability to be resourceful and proactive in dealing with issues that may arise.
- Ability to organise, multitask, prioritise and work under pressure.