

## **Job Role: Receptionist & Practice Administrator**

We are seeking an enthusiastic individual to join our team covering Reception and administrative duties. This is a varied role comprising of front of house/receptionist duties, as well as supporting the wider firm with administrative tasks.

### **Duties Include:**

- Welcoming visitors and directing them appropriately
- Answering, screening, and forwarding telephone calls
- Managing the calendar for onsite meeting rooms
- Ordering and monitoring stationery and cleaning supplies
- Managing incoming and outgoing mail
- Maintaining the reception and meeting rooms to ensure a professional appearance
- Provide excellent customer services to both visitors and callers
- Creating invoices
- Providing core administrative functions to support the work of the business
- Updating and maintaining records
- File management including archiving
- Liaising with and supporting the director

### **Experience & Personal Specification**

- Previous office and reception experience (essential)
- Excellent interpersonal and communication skills
- Strong IT skills (including Outlook, Microsoft Word and Excel)
- Able to operate autonomously and/or with minimum supervision
- Able to use initiative and be proactive
- Flexible and committed
- Driven and enthusiastic
- A willingness to learn
- Strong attention to detail
- Polite with a calm and professional manner
- Tidy and professional appearance
- Strong organisational skills
- Detailed and structured approach to work
- Ability to prioritise tasks

Please send your current CV to [david.glover@jkca.co.uk](mailto:david.glover@jkca.co.uk)

**We especially welcome direct applications from candidates and will treat all applications with the utmost confidentiality.**