

Vacancy: Telephonist/Receptionist

Location: Based in Central Ayr, office based

Hours: 9-5:30 Monday to Thursday, 9-5 Friday – 5 days per week

Full time role

Salary: Negotiable for the right candidate (exceeds NMW)

Description:

The ideal candidate must have extensive experience operating a switch board, controlling and managing the incoming calls and directing the caller to the correct department/person, screening the caller before announcing calls to the Senior Management team, professionally greeting visitors and contractors in Reception and sign in the visitors and contractors.

Essential skills and experience:

A minimum of 2 years experience individually operating and controlling a busy switch board

A very professional telephone manner

Ability to think logically and rationally

Ability to manage your own workload

Ability to remain calm whilst working under pressure

Must be smartly presented and able to multi task in your role

Very good IT skills – word processing, email, excel spreadsheets and data base experience

Excellent attention to detail