**RECEPTIONIST ACCOUNTS ADMINISTRATOR**

Gilpin Demolition Group is a leading demolition, environmental and waste contractor who is currently experiencing an increase in the number of projects across the South West.

We are looking to recruit a new full time Monday to Friday receptionist. This is a fantastic opportunity for an ambitious individual to establish themselves in a growing team and take a step towards building a successful career in the industry. Within your administration role, you will provide both clerical and administrative support to the company, either as part of a team or individually. The role plays a necessary part in supporting all members of the team.

The role varies greatly depending on the workload and is very busy. Most work involves both written and oral communication, word processing and typing, and requires relevant skills such as IT, organisational and presentation skills, as well as the ability to multi-task and work well under pressure.  
  
**General Duties**

* Reception duties, meet and greet visitors, managing incoming calls, post, deliveries etc
* Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel.
* Produce correspondence, documents, maintain records, spreadsheets and databases & data entry
* General administration support to all departments in the Group – Accounts, Health & Safety, Rail, Marine & Bridge, Demolition and Asbestos Departments.

**Desired Qualifications**

* Exceptional communication skill
* Strong IT Skills & a keen eye for detail
* Ambitious and willing to learn and grow with the help of a mentor.
* Proactive and forward-thinking nature.
* Ability to prioritise workload

**Company Benefits**

* Salary on POE
* We will support this role as an apprentice or a more experienced person and hourly rate will reflect this
* Training and additional learning supported
* 29 paid days holiday a year
* Pension where eligible

**Contact Information**

Please send in your CV to our Finance Director Georgina Gilpin on:

**Email:** [Georgina.Gilpin@gilpindemolition.com](mailto:Georgina.Gilpin@gilpindemolition.com)

**Tel:** 01364 644611

**Mob:** 0791 991 3238