

## Overview of the Post

We are looking to recruit a Receptionist apprentice to provide a friendly and efficient reception service for the company, acting as first point of contact for customers, staff and deliveries. Ensuring all enquiries are dealt with effectively and in a timely manner to facilitate the smooth running of the company. Previous reception experience is advantageous.

It is essential that you will be a team-player, have a calm and organised personality, a flexible approach and have the ability to cope with a wide range of tasks.

### **The job role includes (but is not limited to):**

- Providing general administrative support, including answering phone calls and responding to emails.
- Organizing appointments
- Receiving deliveries
- Performing data entry and maintaining accurate records
- Assisting with organizing maintenance on our fleet of vehicles
- Taking payments
- Assisting with returns
- Strong administrative and clerical skills to include filing and photocopying.

### **Skills:**

- Familiarity with software for document management such as Word, Excel
- Organizational skills with the ability to prioritize tasks effectively.



### Pay & Working Hours:

Monday to Friday 08:00 to 16:30

Hourly rate £6.40

22 days per year Holiday entitlement plus Bank Holidays.

Training towards Level 2 Customer Service Practitioner will take place online onsite through external training provider.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/customer-service-practitioner-v1-1>

Enrolment into the Nest Pension Scheme

Free Parking

If you are a highly organized individual with excellent attention to detail and the ability to multitask in a fast-paced environment, we would love to hear from you.  
Apply today to join our team.

Please email your CV to [accounts@greenfutureenergy.co.uk](mailto:accounts@greenfutureenergy.co.uk).

PLEASE NOTE WE RECEIVE A LARGE NUMBER OF APPLICATIONS PER VACANCY AND UNFORTUNATELY CAN NOT RESPOND TO ALL APPLICANTS. THEREFORE, IF YOU HAVE NOT HEARD FROM US WITHIN A MONTH FROM APPLICATION DATE, IT IS LIKELY THAT YOU HAVE BEEN UNSUCCESSFUL.

