

Receptionist / Office Assistant (Maternity Cover)

Are you a professional and friendly person who is enthusiastic about providing great levels of service? Are you organised and methodical, able to keep track of multiple tasks? Do you have excellent communication skills; able to talk to people of all levels in a professional and friendly manner? Bridge Group are looking for a full time Receptionist / Office Assistant to support the business with its day to day office and administrative functions for a 12-month fixed term contract. The right candidate will have excellent written and verbal communication, organisation skills and the ability to prioritise work effectively.

You will be taking calls from clients and service providers; redirecting their calls to the correct department and logging initial call details into our ticking system. You will also be responsible for supporting the administration team with other office functions such as scanning and filling, meeting and greeting visitors and generally supporting the smooth running of the businesses administrative and office based functions.

What you'll be doing?

- Handling calls from clients and staff, gathering initial details and then directing them to most appropriate department.
- Logging issues raised by clients in our ticketing system.
- Supporting our internal teams with general administration work.
- Ordering stationery/office supplies as required.
- Assisting with scanning and filling of documentation.
- Collecting post, arranging couriers and shipments to client sites.
- Preparation of internal meeting rooms, bookings and arranging lunches and refreshments for meetings.
- Supporting the operation of the facilities management function.
- Supporting general office housekeeping activities.

Who are you?

- A strong communicator; with excellent written and verbal English, with a polite and friendly manner.
- Organise, methodical and efficient; able to meet tight deadlines and work well under pressure.
- A self-starter; Ability to manage own workload, organise and prioritise work effectively.
- Solid IT skills including experienced use of MS Office, Outlook etc.
- Able to work with people of all levels; displaying a diplomatic approach.
- High emotional intelligence; able to gauge the needs of our clients upon receiving their call and direct them politely and professionally to the right place.

Why choose us?

Founded in 2001; Bridge Partners is an established IT support company whose reputation alone has allowed the company to grow and support small to medium size enterprises. Their main client base work in interesting and exciting areas such as professional services and the start-up biotech industries.

We understand that people matter and make a difference, not only to our company but also to our clients. There is a strong ethos of helping and supporting colleagues and we encourage autonomy and self-development within a friendly and supportive environment.

We offer a great working environment and are located next to the new Cambridge North station with easy road and rail links and onsite parking.

Job details and benefits

Full time, 12 month fixed term contract for maternity cover. 37.5 hours per week; 9am-5:30pm, Monday-Friday.

Salary: £18,000-21,000 (DoE)

Benefits include annual salary reviews, contributory pension scheme, private healthcare cover, a share in the company's success with an annual bonus scheme and life assurance. The position starts with 25 days holiday, building to 30 days with length of service awards.