**Receptionist**

We are looking for a polite, friendly and professional person who is passionate about getting things right first time. You will have a natural and engaging communication style, demonstrating a passion for customer contact.

You will work in the reception area, meeting and greeting all customers, suppliers and visitors, delivering an efficient and professional Reception service while operating the switchboard, ensuring all calls are answered promptly.

The successful candidate will ensure good customer care by responding quickly, politely and efficiently to all requests. Moreover will assist other departments with administrative duties as and when required.

**The Role:**

* To understand the telephone system and to use it competently, responding swiftly to incoming calls and directing them as appropriate.
* To take messages accurately and to ensure they reach their required destination.
* Welcome on-site visitors.
* Determine the nature of business and announce visitors to the appropriate person or department.
* Provide cover when the other part time receptionist is on holiday
* Order and manage stationary items for office staff and all staff based on site.
* Organise and label the stationary cupboard, tidy on a weekly basis.
* Ensure familiarity with Taylor Wimpey Health, Safety and Environmental policies and comply with employee responsibilities.
* Order lunches as and when required.
* Receive goods/services into reception and keep a log of deliveries/attendance, notify the individuals of delivery, keep reception area clear.
* Arrange with on-site Management Company to ensure any immediate or planned build repairs are dealt with quickly and efficiently.
* Type up standard letters, forms, faxes etc. as and when required.
* Any other duties as required.

**The Person:**

* Ideally receptionist background
* Strong administration experience
* Used to working within a fast paced & pressurised office
* Strong customer focus
* Outlook, Word, Excel and Powerpoint literate
* Professional impact
* Planned and organised
* Customer focused
* Time management
* Attention to detail and accuracy

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.