

Position: Receptionist/Front of House

Location: Liskeard Office

Reporting to Liskeard Office Manager

Responsibilities - defined but not limited to;

- Meeting and greeting Clients
- Answering telephone
- Diary management
- Ordering stationery
- Post duties
- Photocopying, scanning and binding
- Acting as front of house, ensuring all Clients areas are neat and tidy, and ready for meetings
- Attendance at appropriate training courses and seminars
- Attendance at Prydis "Lunch and Learn" seminars
- Adherence to Prydis Client servicing procedures
- Adhoc admin duties as required

Relevant skills and knowledge

Excellent communication skills, approachable personality and pro active attitude essential. Experience in a similar role/professional environment preferred but full training will be provided.

Rewards

In return for the right candidate, we offer a competitive remuneration package, including basic salary, discretionary bonus scheme, generous pension scheme, death-in-service benefits and an income protection scheme. Some benefits may be subject to the successful completion of a probationary period.

How to Apply



If you believe you have what it takes to become a successful member of our team, please email your CV and a covering letter to mail@prydis.com or post to Holly King, Prydis Group, The Parade, Liskeard, Cornwall PL14 6AF. Please specify the role for which you are applying and ensure you include your full contact details, so we can get in touch with you.

Prydis Group are an Equal Opportunities Employer.