



You may not have heard of Stage One, but we can guarantee you will have seen our work.

From the set of TV show The Voice, to the Eurovision Song Contest stage, and even the set for Ed Sheeran's Mathematics Tour and the 2012 Olympic Cauldron we produce work that is seen all over the world.

We are a creative construction and manufacturing company and are responsible for delivering some of the most iconic projects in recent times.

We are a multi-disciplined manufacturer spread over 12,000sqm of estate, with four facilities that house engineering, fabrication, woodwork, finishing and specialist manufacturing.



Receptionist – Part Time

The Role:

Working as part of a job share, the Receptionist will work as part of the administration support function within the business. This fast-paced role will involve working as the first point of contact for visitors to the Company as well as supporting all departments including but not limited to Reception, Purchasing, Administration, Human Resources & Project Administration.

→ **Salary:**

£12,713.20 - £16,950.94 per annum (pro rata)

→ **Hours of Work:**

18 – 24 hours per week (Monday – Wednesday)
Part Time – Job Share

→ **Location:**

Tockwith, York



Receptionist – Part Time

Key Responsibilities:

- Providing a highly professional reception service, meeting and greeting all visitors and clients in a courteous professional manner, ensuring all visitors follow signing in and out procedures.
- Responsible for call handling, field cold callers and ensure all visitors have appointments, taking sales and general enquiries where applicable and ensuring the appropriate people are aware of the messages.
- Responsible for the reception areas being tidy, dealing with deliveries immediately and preparing meeting rooms for client visits/meetings. Meeting rooms are to be tidy and fully stocked at all times including catering, crockery and stationery.
- Ensuring client visits run smoothly from arrival and that the client experience standard is met, managing the booking of meeting rooms, ensuring lunch is provided when required, taxis are booked when required and the meeting room is cleared efficiently.
- Uphold a strict level of confidentiality.
- Responsible for stock replenishment of office consumables.
- Raising purchase orders and following GIA procedures.



Person Specification

Qualifications:

ESSENTIAL:

- A general education to include 5 GCSE passes at Grade C or above (including Maths and English), or an equivalent educational qualification, or relevant experience.

Personal Attributes:

ESSENTIAL:

- Positive attitude to work, drive, enthusiasm, and commitment.
- Ability to remain calm when under pressure.
- Strong attention to detail.
- Have a flexible approach to working hours, so that these can be arranged to meet the needs of the business, particularly during busy periods of the year.
- Willingness to undertake relevant training as appropriate.
- Enthusiasm to support other areas of the department as required.



Person Specification [CONTINUED]

Skills, Experience, Abilities & Competencies:

ESSENTIAL:

- Minimum of 1 year's administration/reception/business support experience.
- Previous customer service/client facing experience.
- Competent in the Microsoft Office Suite including Outlook and Excel.
- Strong communication skills and ability to communicate effectively with a wide range of people.
- Excellent time management skills and the ability to effectively organise and prioritise own work and follow procedures in order to produce work to a high standard, to required deadlines.
- Ability to handle a varied and ever-changing workload.

DESIRABLE:

- Experience of using internal databases.



STAGE ONE

Interested?

If you would like to apply,
please send your CV and covering letter to
recruitment@stageone.co.uk