



RECEPTIONIST/SECRETARY

GSSArchitecture, one of the longest established architectural practices in the country, with 60+ staff, five national offices and a number of "blue chip" company clients, is currently seeking to recruit a Receptionist/Secretary.

You will be experienced, professional, confident and flexible, possess effective communication and telephone skills with excellent written and spoken English, and provide a consistently high level of service.

Qualifications/Experience

- MS Office, including Word, Excel, PowerPoint and Outlook.
- GCSE English Language and Maths (or equivalent)
- RSA II Typing/Word Processing (or equivalent)
- Relevant experience of working as a receptionist/secretary within a professional/architectural environment
- InDesign would be desirable, but not essential

Requirements

- Engage with clients ensuring a positive impression of the practice
- Personable manner and smart appearance
- Polite, punctual and reliable
- Able to work under pressure and to tight deadlines
- Strong organisational skills and ability to multitask
- Accurate with a high level of attention to detail

Hours: 8:45am - 5:30pm (with one hour for lunch), Monday - Friday.

Reporting to the Practice Administrator, this position is full-time, permanent, and will be based at our Head Office in Kettering, Northamptonshire.

If you would like to join our friendly and hardworking team, please forward you CV and covering letter to recruitment@gotch.co.uk

We are an Equal Opportunities Employer.