

Admin Role – Brief Job Description

Most of the role will be working on the reception desk but there will be some other duties including –

- site post run
- checking and collecting data of lockers around the site
- checking dirty coveralls out/ clean coveralls in
- carry out switchboard
- service desk duties
- working on the Visitor portal
- C-Cure security system and the Q4 system

Ensuring all Health and Safety procedures are followed at all times, be customer focused, pleasant and approachable.

An S.I.A licence (Security Industry Authority) is preferable, but the training can be provided to the right candidate.

Experience is essential, must be capable of using Word and Excel, most of the role will be working on the reception desk but there will be some other duties.

Must be dependable and flexible and be able to work between the hours of 7am – 6pm, Monday – Friday.