

Office Support Assistant/Receptionist (Full Time)

At Chiene + Tait ("C+T"), the success of our business is founded on being able to recruit the best people, who share our values and are driven to make a positive impact. As a result, we are recognised as a market leader and a firm that creates real and lasting value for our clients.

We have a vacancy for an Office Support Assistant/Receptionist to join our team. You will be working as part of our experienced Support team including our receptionists, providing operational services to our Edinburgh head office. Like many organisations, we have adapted our working practices and most of our employees are all currently working dynamically. However, due to the nature of this role it will be based in the Edinburgh office.

What you will do

You will build upon your existing skills by completing a range of office tasks and reception activities including:

- Working at reception alongside our existing part time receptionist
 - Delivery of the highest standard of service to all reception callers, in particular our clients
 - Manage the reception switchboard and announce all calls
 - Opening and scanning incoming mail – training will be provided
 - Maintain the meeting room booking system and book refreshments via facilities
 - Book taxis for clients, partners and employees
 - Maintain a tidy, well presented reception area
 - Handle any in-going and outgoing mail, couriers and parcels
 - Ensure the night service is switched on and security measures are in place at close down
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- Working with the Support Team to providing administrative support to our colleagues
 - Digital filing, archiving, scanning and maintenance of Chiene + Tait client records
 - Provision of tea/coffee etc. for meetings
 - Keeping meeting rooms clean and tidy
 - Photocopying and binding
 - Support fee-earning staff with board packs and papers
 - Any other ad-hoc administrative duties

What we are looking for

We are looking for someone who is adaptable, who is willing to learn and who takes pride in their work. You will have:

- An ability to work in a responsible position within a professional office, ideally including some work/voluntary experience in a similar capacity
- Good school/college grades with a preference for Business Studies / Administration or you will be qualified by experience
- IT skills including Microsoft Office
- Be an effective team worker who supports others and uses initiative
- Organisation skills including prioritisation and working to deadlines
- Work accurately and efficiently
- Pay attention to detail
- Show willingness and adaptability to complete a variety of tasks
- Be responsible and see tasks through to completion
- Be punctual, reliable and show care when dealing with client records

You must be willing to carry out some manual handling tasks, for example, carrying files and setting up meeting rooms. Manual handling training will be provided.

Our reception hours are 08.30 to 17:30. This part of the role will be shared with our existing receptionist and on Monday, Tuesday, and Wednesday AM there will be scope for flexibility in these hours working in conjunction with our existing receptionist. Contractual hours are seven hours per day but on Thursday and Friday, this will be 8 hours plus an hour for lunch. Flexibility will be required.

How to apply

Apply using the link above, where you will be asked to register an online account with us to submit your CV. We will also require applicants to submit a short covering letter detailing what makes you a suitable candidate for this role and including your salary expectations and where applicable, your notice period.

Timescale

We are looking for someone to start from 20 June 2022.