



COCKWELLS

CAREERS



Receptionist

We are looking for a friendly, organised and efficient Receptionist/ Administration Assistant to join our team

Essential skills

- Professional and courteous manner
- Organised
- Effective communicator
- Team player
- Attention to detail
- Strong IT skills
- Willing to learn

Duties to include but not limited to

- Answer telephone calls from customer, supplier and third parties
- Handle incoming mail and direct to relevant member of staff
- Deal with and respond to email enquiries mainly regarding Mylor Creek Boatyard
- Receive deliveries, liaising with Purchasing Manager
- Support Purchasing Manager with record keeping and stock
- Accurate data inputting
- General administrative tasks as required

This is a full time position – working Monday to Friday but hours and rates are negotiable.

Please supply a covering letter listing your reasons why you are suitable along with a current C.V.

For more information please call +44 (0)1326 377 366
or email info@cockwells.co.uk or jayne.pearce@cockwells.co.uk