

Receptionist / Administrator

Permanent, Full-Time or Part-Time will be considered
Based at Midmill, Kintore

Overview of Role:

Primary responsibilities are to answer and transfer all incoming telephone calls, accordingly, be the first point of contact on site in welcoming staff and visitors to the Midmill Facility and perform a variety of administration tasks as and when required.

Key Responsibilities:

- Courteous and timely answering / screening of all telephone calls and transferring to relevant person / department
- First point of contact for people both from inside and outside of the organisation
- Induction of all visitors – maintaining safety and security by adhering to company procedures
- Meet and greet visitors at all levels of seniority
- Distribution of incoming mail / handling of outgoing mail and arranging couriers
- Ensuring the Reception area is kept clean and tidy and free of any safety hazards at all times
- Maintain an accurate and adequate inventory of stationary supplies and consumables
- Administrative support as and when required

Skills & Experience:

- Experience with COMAH and SEPA regulations preferred although not essential
- Previous experience in a similar role
- Ability to work on own initiative
- Excellent communication skills
- Proficient in the use of MS Office suite
- Good organisational and time management skills
- Attention to detail
- High level of flexibility, commitment and performance
- Uphold the company image in a professional manner

Qualifications:

- English – Pass at Standard Grade or equivalent
- Maths – Pass at Standard Grade or equivalent

Apply with a current CV, availability, salary and benefits expectations to hr@oegoffshore.com