



Receptionist / PA

SHEFFIELD

WOLFFKRAN. The name stands for experience and competence in the design, construction and use of tower cranes. With its innovative technology and know-how, the company has significantly contributed to the rapid developments in the field of material handling to date.

We are looking for an experienced Receptionist / PA to join us for a fixed term contract to cover maternity leave. You will be working closely with internal and external stakeholders sharing our desire to deliver the highest level of customer service making WOLFFKRAN the number one Tower Crane provider in the UK. The Receptionist / PA role is responsible for efficiency of the reception function and supporting the Director and Senior Management Team. All outputs need to be actioned to the highest standard to ensure complete customer and colleague satisfaction while never compromising safety.

Day-to-day tasks:

- Assist senior management with, producing and formatting presentations, documents, excel spreadsheets etc.
- Assist in the preparation and delivery of reports when required. Type and distribute correspondence (sometimes confidential), as and when required, for Directors and Senior Management.
- Document Control & assisting the SHEQ manager with administrative duties as required.
- Organise travel arrangements, book flights, hotels, trains etc. when required.
- Taking notes at meetings, preparing the minutes, and subsequently distributing to all participants
- Retrieve, open, date, stamp and distribute post.
- Ordering of stationery & printed documentation, liaising with suppliers to ensure costs are controlled.
- Answer and transfer telephone calls, take messages when necessary and relay to appropriate member of staff. Maintain telephone lists.
- Check Reception e-mails regularly and forward enquiries/requests to relevant person.
- Frank all post, including international mail and special delivery, and have ready for collection by Royal Mail at 4:00 p.m
- Ensure the franking machine is in credit.
- Any other additional duties that may be deemed necessary.

Job Types:

- Fixed term employment to cover maternity leave

Qualification, Knowledge and Experience Requirements:

Essential

- Customer focussed
- Excellent IT skills, specifically Microsoft Outlook and Excel
- Previous administration experience
- Full UK Driving Licence

Desirable

- Experience working within the Construction Industry

We are looking for an individual with:

- Ability to Work with customers and colleagues to deliver an industry leading customer experience.
- Always promoting our core values

Benefits:

- 22 days annual leave plus statutory bank holidays
- £20k per annum

Next Steps:

If you are interested in this opportunity, please submit an up-to-date CV with a covering letter to Sophie Wright on s.wright@wolffkran.com.

We thank all applicants for their interest, however, only those under consideration will be contacted.

WOLFFKRAN is an equal opportunities employer, who encourages applications from all suitably qualified and eligible applicants regardless of their personal circumstances. We make our recruiting decisions solely based on the skillset and experience. Diversity allows us to create an inclusive environment, where our employees can strive and grow their potential.