
FRONT OF HOUSE RECEPTIONIST/ ADMINISTRATOR

Melanie Curtis Accountants



MELANIE CURTIS

CHARTERED CERTIFIED ACCOUNTANTS
& BUSINESS GROWTH SPECIALISTS

Job Description

We are looking for an individual whose bright, bubbly and positive personality has the ability to brighten up everyone's day and someone who really enjoys meeting and talking to new people.

This person needs to cope well under pressure and be able to use their initiative to support and help the team wherever possible.

As well as reporting directly to the Managing Director, we are needing someone whose organisational skills are second to none, with their approach to everyday tasks being proactive rather than reactive.

Among other tasks, the main duties of this person will involve:

- Answering the telephone and transferring calls
- Dealing with incoming and outgoing post
- Being the first port of call for answering the door and greeting people
- Speaking to new potential clients and doing the initial discovery call
- Organising meetings
- Organising MD's diary & keeping her updated
- Being responsible for ensuring that the office is clean and tidy, dishwasher duties, putting the bins out and bringing them in
- Stationery and supplies ordering
- Organising events and ordering lunches, doing the coffee etc
- Preparing meeting paperwork that is needed
- Scanning
- Dealing with disposal of confidential waste

Qualifications

- GCSE English Literature/Language, Grade C or above
- GCSE Maths, Grade C or above



MELANIE CURTIS ACCOUNTANTS
THE WELLINGTON OFFICE
STATFIELD SAYE
RG7 2BT

About MCA

We are a growing team of accounting and business advisory professionals with a passion to make clients lives easier and stress free. The MCA team offers a variety of compliance and advisory services with a friendly and relaxed approach.

There are many perks to the job including good company refferal bonuses, perks at work schemes and plenty of room for career growth within a fast growing firm.

We also have quarterly team events to enjoy spending some quality time with the team outside the office.

Hours of work

Hours will be Monday to Thursday 9am-5.30pm. Fridays we finish half an hour early (5pm) to get the weekend started that little bit earlier!

Please note that due to our office being in a location that is inaccessible by bus or train, this person needs to be able to drive to our office each day.

Please send your CV and covering letter to mel@melaniecurtisaccountants.co.uk

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