

## Job Description

<b>Date</b>	29.6.09
<b>Job Title</b>	Senior Receptionist
<b>Location</b>	Hull - HU1
<b>Job Description</b>	<p>Our client, a large firm of solicitors, requires a Senior Receptionist to head up its reception team of three. Duties will include answering a very busy ISDX switchboard, greeting clients, and passing on messages by email.</p> <p>The role requires someone with a minimum of 3 years reception experience in a professional company environment and competence in the use of a busy ISDX switchboard.</p> <p>The successful candidate will be smartly presented with excellent communication skills and a professional manner. Some previous supervisory experience would be useful.</p>
<b>Salary and benefits</b>	<p>Salary is negotiable depending upon skills and experience, but it is expected to be generous, reflecting the senior nature of the position.</p> <p>25 days holiday plus bank holidays</p>
<b>Reference</b>	SF001
<b>To Apply</b>	<b>To apply for this vacancy, please email your CV to <a href="mailto:sue@mcarthurdean.co.uk">sue@mcarthurdean.co.uk</a></b>