



Head Office Receptionist

SIMPSON are seeking an enthusiastic person to run our busy Head Office reception area in Dunnington, greeting visitors, organising meeting rooms, undertaking postal duties, ordering stationary and administrative duties.

The successful candidate will be self motivated and confident, have computer skills, be of smart appearance, friendly and welcoming. Training will be given on our Aveya switchboard.

Hours of work are 08:30 - 17:30 Monday to Friday and we are happy to consider full time or job share. Salary dependant on experience.