

SEVEN, PSYCHOLOGY AT WORK: JOB VACANCY, APRIL 2019

SEVEN, Psychology at Work works closely with organisations, teams and individuals to enable positive change for people at work. Together, we overcome business challenges; help people develop to their full potential and foster more effective leadership, inclusion and talent development.

SEVEN offers specialist expertise in the following areas:

- Diversity & Inclusion
- Leadership Assessment & Talent Development
- Individual & Team Coaching
- Organisational Development & Positive Change

“TO ENABLE POSITIVE CHANGE FOR PEOPLE AT WORK”

SEVEN’s fundamental beliefs influence the work we do and the way we work. We believe in:

Psychology at Work | Being Inclusive | The Power of the Human Connection | Positive Energy | Taking Care | Doing what’s right | Looking Forward |

RECEPTIONIST / ADMINISTRATOR (PART-TIME – 4 DAY WEEK, MON - THURS)

This unique and varied role offers an opportunity for a Receptionist/Administrator in the professional services industry to develop their administrative skills within a nurturing yet professional and growing organisation.

The receptionist/administrator responsibilities will include:

- Receptionist i.e. greeting clients to the office; meeting rooms preparation and management.
- Diary and travel management for the MD.
- Liaising and corresponding with clients with professionalism and confidentiality.
- General administration e.g. preparation & maintenance of hard & soft copy filing system – complying with GDPR standards. Expenses, petty cash & stationery management.
- Material production e.g. power-point, word and excel in accordance with the SEVEN brand identity and style standards.
- Database administration e.g. weekly data entry updates by client.
- Adhoc support to Practice Manager.

Requirements:

- A minimum of 1-2 year’s experience as a Receptionist / Administrator, preferably in the Professional Services Sector.
- IT literacy with a strong knowledge of Microsoft Office (Word; Excel & PowerPoint) and Apple software.
- Excellent interpersonal and communication skills, both written and verbal.
- Exceptional attention to detail.
- The ability to work as part of a team and on their own initiative with accuracy, good judgment and discretion.
- The ability to plan and prioritise all tasks.
- A strong focus on client satisfaction and service delivery.
- An openness to learn and the ability to flex their style to match new situations.
- A desire to work as part of a positive, progressive, professional and people-centred team.

Please note: This is a general description of the core duties. Other duties may arise from time to time within the meaning of your role.

