



## **RECEPTIONIST - COUNTY PARK, SWINDON**

The Hills Group is a privately owned family business with a broad and successful portfolio of business activities dating back to 1900 with three key divisions – Hills Waste Solutions, Hills Quarry Products and Hills Property.

Hills Waste Solutions require a Receptionist to work from the County Park offices in Swindon. Reporting to the PA to the Group director - Waste you will provide reception cover and administration support to senior management. The successful candidate must be customer focused with excellent communication skills and the ability to deal with people at all levels. As the “face” of the company you should be well presented and professional. Administrative duties will include typing and distributing letters, memos and minutes and assisting with maintaining and updating weekly and monthly reports.

It is essential that the successful candidate is able to demonstrate the following skills and experience:

- Exceptional customer service skills
- A professional telephone manner
- High level of communication and interpersonal skills
- Be proficient in the use of Microsoft Word and Excel
- Excellent organisational skills and the ability to multitask

Candidates must be able to demonstrate their abilities and past achievements through experience obtained in similar roles.

**VACANCY REF: HGL225**  
**CLOSING DATE: 3 SEPTEMBER 2010**

For an application pack please contact our recruitment application line on 01672 518951.

*The Hills group is committed to monitoring and maintaining equal opportunities and welcomes applications from all sections of the community.*