

TEMPORARY P-TIME RECEPTIONIST / ADMIN OFFICERS

**Up to 18 hrs pw in 4.5 hour shifts
(8.50-1.20 & 1.10-5.40 Mon-Fri)
or in 3 hour shifts (8.50-11.50,
11.45-2.45 & 2.40-5.40 Mon-Fri)**
Rate £5-£7.50ph dependent on age and experience

There is a possibility the role may lead to a permanent position.

Position requires good customer relations and telephone skills, and at least 2 years' experience of all general office equipment / procedures, preferably to include previous use of a telephone system.

Applicants should be well presented and articulate, possess good written and spoken english skills and be numerate. Accurate typing, spelling and clerical abilities are essential.

You will need to demonstrate a high degree of computer literacy, be competent in all aspects of internet use AND be conversant with the Microsoft Office suite of programs, Word and Excel in particular.

Previous experience in either a graphics, publishing or accounts environment would be useful.

Please send your CV by post to: SBS, 22 Holmesdale Road, Reigate, Surrey RH2 0BQ
or by email to: enquiries@sbs.eu.com