

The Wigley Group

RECEPTIONIST/ADMINISTRATOR

Full-time role, 9am to 5pm, Monday to Friday with 1 hour for lunch (part-time job share will be considered)

LOCATION: 11 Waterloo Place, Warwick Street, Leamington Spa, CV32 5LA

THE ROLE:

The Wigley Group Ltd is a real estate investment company with a significant portfolio of property and landholdings. First established in 1964, The Wigley Group owns (wholly or in part) companies in property & development, construction, and strategic land. Headquartered in a former stately home in Warwickshire, The Wigley Group remains in the ownership of the founder's family.

As one of the company's receptionists, you are the first point of contact for all enquiries and visitors to our Leamington Spa Office. The role forms part of the Central Group Operations team.

KEY RESPONSIBILITIES:

-  **Meeting and greeting visitors** including providing refreshments where appropriate and delivering relevant brief.
-  **Answering all incoming phone calls and emails** and distributing to the relevant business/individual.
-  **Distributing incoming post** to the applicable business and arranging outgoing post.
-  **Managing the booking of meeting rooms** and preparing rooms for use.
-  **Operating access controls to the property** via intercom and CCTV.
-  **Office stock, stationery, and welfare supply control** and conducting health and safety checks of the property.
-  **Providing administrative support** as requested by management.
-  **Arranging catering for meetings** on request.
-  **Any other relevant tasks** to be completed as requested by management.

WHAT WE ARE LOOKING FOR:

-  **Good oral and listening skills** – our business is all about doing business in person, so you will need to be a good speaker who can clearly express ideas.
-  **Ability to plan and prioritise to meet deadlines** – our chosen candidate must be able to work well under pressure and balance competing demands.
-  **Strong teamwork skills** – we are a strong team and the ability to work effectively with others is essential for anyone who joins us.
-  **Self-motivation** – you must be able to use your own initiative and manage your own workload.
-  **Someone who makes appropriate use of internal networks and processes** – and even better can help us define new ones!
-  **Excellent time keeping** – we are sticklers for promptness and our clients are too.
-  **Sound IT skills** – applicants should be comfortable dealing with all major Microsoft Office programmes.

To apply, please submit your CV along with a covering letter to reception@thewigleygroup.com, including the reference "Receptionist Waterloo. Application" in the subject line of your email.

Applications close when a suitable candidate is found.

Start date January 2022.