

ADMINISTRATOR / RECEPTIONIST

The Role:

Logic Fire and Security, a market leader in the Fire & Security industry, is looking for a highly organised individual to join the team as an Administrator/Receptionist.

As well as dealing with general administration tasks for the business you will also be responsible for answering the telephone, greeting visitors and other reception based tasks.

For this position you will need a positive 'can do' attitude as well as a willingness to work as part of a team.

Experience and Skills:

Previous experience in an administration role.

Excellent communication and organisation skills, with high level of attention to detail.

Further Information:

Salary (dependent on experience) paid monthly.

39 hours per week Monday to Friday.

Office based in Knaresborough, United Kingdom.

Free parking.

Strictly no agencies.

If you are interested in applying for the position please respond by email, or in writing to the office manager.
recruitment@logicfireandsecurity.com or telephone 0845 999 3222

Logic Fire and Security Ltd, Monkswell House, Manse Lane, Knaresborough, HG5 8NQ

www.logicfireandsecurity.com