

**Part-Time Evening Receptionist**

**Do you have experience handling calls in a busy office environment? If the answer is yes then we would like to hear from you!**

We are Usay Compare, the UK’s leading intermediary for Private Healthcare. Every year, we help thousands of clients across the UK find the best value Private Healthcare Insurance.

We work on behalf of a panel of leading insurers such as AXA, Aviva, Vitality and Bupa. No other intermediary or broker places more business with these insurers that we do.

**What we are looking for**

**Our reception team are a vital part of our business and we are looking to add to our established and friendly team. We are looking for motivated and professional individuals who are looking to establish their career within a successful organisation.**

**To be successful you must be able to highlight: -**

* Flexibility, enthusiasm and the ability to work on your own initiative
* Effective communication skills with an excellent telephone manner.
* A 'can do' attitude
* Dependability, a professional and reliable attitude and a strong team spirit
* Ability to prioritise a busy workload to meet deadlines
* Previous experience in a similar role is desirable but not essential

**The role:**

**This is a varied and challenging role within a busy administration department. You will be undertaking all activities of a commercial office environment including: -**

* Answering calls and redirecting to the correct contact
* Taking messages
* Daily administration tasks
* Scanning, printing and quality assuring documents

**We are looking for a receptionist to work:**

* Monday to Thursday - 17:00 till 20:00
* Saturdays - 09:00 till 14:00.

**Successful candidates will receive: -**

* Excellent working environment
* Weekly and monthly departmental incentives
* Contributory pension scheme
* Discounted PMI

£8.46 per hour