Part-time Receptionist / Admin Support

Closing date for Applications: 21 March 2018

Interviews: Early April 2018

Start Date: asap (flexible)

Location: Cambridge

Hours: 22.5 – 30 hrs per week

Your responsibilities will include:

* Reception / Switchboard cover
* Meeting and greeting visitors via electronic entry system and manual gate
* Management of incoming and outgoing mail
* Organising Couriers
* Book travel arrangements
* Booking meeting rooms and providing support: catering, setup, room preparation and clear up
* Filing
* Photocopying
* General Data Entry
* Accounts Data Entry
* Provide ad hoc administration support duties as required
* Maintain the premises in safe and sound conditions
* Brief visitors and ensure building access rules are adhered to

Applicants should possess:

* Numeracy: Level 2 (GCSE: A\*-C)
* Literacy: Level 2 (GCSE: A\*-C)
* IT skills:
* Demonstrable working knowledge of Microsoft Office Packages
* Confident to: copy or move a file or folder; use copy and paste tools to duplicate or move information within a document; use basic arithmetic formula (add, subtract, multiply, divide) in a spreadsheet
* Knowledge of Sage an advantage but not essential
* Friendly, approachable and professional demeanour
* Ability to organise, multi-task, plan and prioritise the work needed to be undertaken each day
* Working knowledge of office equipment like photocopier, printers
* Fluency in written and spoken English
* Ability to work on their own or as part of a team
* Proactive ‘can do’ attitude
* Good attention to detail
* Ability to carry out tasks to a deadline

Applicants will be required to have the right to work in the EU by the start of their employment.

For more details see our website <https://www.camecon.com/who/vacancies/>.

Working at Cambridge Econometrics

Cambridge Econometrics is a leading provider of real-world, evidence-based economic analysis for policy assessment.

Our reputation is built upon delivering penetrating insight; to work effectively with clients the ability to digest complex information, interpret it and summarise key messages is crucial.

We offer a friendly, supportive and inclusive environment, with a strong commitment to high-quality training and development from day one. At every level of the organisation we like to stretch and challenge our staff so they keep learning and give us the full benefit of their skills and experience.

We welcome applications from candidates from under-represented groups.