



PR/117751 | Centre Administrator (Receptionist) - Temp to Perm

Job Information

Recruiter

JAC Recruitment UK

Job ID

1506781

Industry

Education

Job Type

Permanent Full-time

Location

United Kingdom

Salary

Negotiable, based on experience

Refreshed

November 26th, 2024 11:29

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Centre Administrator (Receptionist)

(Temp to Perm job)

West London, London

JOB DESCRIPTION

TITLE: Centre Receptionist

RESPONSIBLE TO: Education Centre Manager

HOURS OF WORK: 35 hours per week

DUTIES AND RESPONSIBILITIES

1. To provide a professional reception/meet & greet service for parents, students and visitors to the premises

1. To provide a full administrative support to members of the office in all aspects of the commercial premises functions. including: filing, banking, checking tuition fee payments are up to date, co-ordinating b-reports, managing answer book deposits etc.

1. To have thorough knowledge of The Company Method and their programmes and communicate its values and benefits confidently to current and prospective customers.

1. To efficiently and professionally deal with telephone, email and or post and off- street enquiries arriving at the premises and distribute items accordingly.

1. Maintaining and updating the business databases as and where required.

1. To ensure that the centre meets current compliance standards set by Company UK & Ireland.

1. To communicate with parents on all non-instructional matters, including but not limited to payments, student absence, withdrawal notice, etc.

1. To develop and support reception processes to be implemented across company- owned centres as required.

1. To produce letters and other general correspondence with parents.

1. Take messages and passing information when members of the team are out of the office.

1. To update internal marketing materials and notices.

1. To research and provide statistical information as and when directed

Company Description