



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

募集職種

人材紹介会社

ジェイエイシーリクルートメントイギリス

求人ID

1506781

業種

教育・学校

雇用形態

正社員

勤務地

イギリス

給与

経験考慮の上、応相談

更新日

2024年11月26日 11:29

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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