

Receptionist

Russwood Limited are a progressive and ambitious company supplying high quality, responsibly sourced timber cladding, decking and flooring to both the domestic and trade sectors in the UK.

Our success has been built on our reputation for quality products and excellent technical expertise and our continued growth means we are now looking for additional professionals to join our team.

Reporting to the Commercial Director, this full-time Receptionist role offers a unique career opportunity for somebody who is highly organised. You will be the primary interface between Russwood and our customers with excellent communication skills and good levels of numeracy and IT knowledge. Most importantly you will be able to demonstrate your willingness to learn and be eager to undertake expansion of the role into other administrative areas.

You will be working from our modern, head office in Newtonmore, PH20 1AR.

Responsibilities will include:

- General reception duties, telephone, greeting customers
- Manage online shop/stock and process orders
- Effective and friendly liaison with internal and external customers
- General office duties and staff support

Russwood is now a real Living Wage Employer with a competitive salary (commensurate with experience) and operates a discretionary bonus and company pension scheme.

Full job description and further company information is available on our website. Apply by emailing: kate.fleming@russwood.co.uk. Please enclose a full CV and brief covering letter outlining your interest in the role. We are looking for someone to start from 27 May 2019.