



Spitfire has established a strong market presence as an integrated services provider of internet, telecommunications services and telephone systems to SMEs.

Spitfire is a Tier 2 ISP and Communications Provider. Working in partnership with world class suppliers, it has achieved an enviable reputation for quality of service amongst its customers.

Receptionist

Based: Vauxhall SW8 5BL
Holidays: 20 working days per annum. Increasing by one day per year with the company to a maximum of 25 days per annum
Hours: 9.00am – 6.00pm, Monday - Friday

As a Receptionist you will be responsible for all front of office duties that will need to be completed in a polite and professional manner.

This is the ideal role for a recent graduate with strong customer service and administration skills who is looking to develop and gain further experience within an administration based position.

You will be required to effectively manage all incoming visitors and phone calls, provide administration support to various departments and directors, whilst assisting with various ad hoc duties.

To be considered for this position you will have a strong education background with administration and/or reception experience. You should also be proactive and positive when dealing with customers and clients.

As the Receptionist you should also be an excellent communicator with a passion for customer service and an enthusiasm for learning new technologies. You will also need to demonstrate initiative and a willingness to assume responsibility.

To apply please send CV with covering letter detailing your suitability for the role to: jobs@spitfire.co.uk

Please note that CVs sent without a covering letter will be disregarded.