

# WE'RE HIRING

JOIN ONE OF THE UK'S FASTEST GROWING COMPANIES



## Receptionist

**Drumclog, Strathaven – permanent, full time**

The QTS Group is one of the UK's leading infrastructure, engineering and training organisations. As the face of the company and first point of contact, we would expect the ideal candidate to be presentable, pleasant and attentive, with experience in a similar role.

Responsibilities include:

- Welcoming all visitors to Head Quarters in an efficient manner
- Answering and re-directing telephone calls and messages promptly and courteously
- Responding to general email enquiries and re-directing to appropriate departments.
- Maintain boardroom and meeting room diaries ensuring availability of appropriate materials and equipment and organising catering and refreshments as required

- Preparing, receiving and distributing internal and external mail to ensure prompt delivery and organising courier services as required.
- Ordering stationery and uniform supplies
- Keeping the reception area clean and tidy and fully stocked with appropriate promotional material
- Inputting statistical data onto centralised spreadsheets.
- Data input to various computerised systems including: Excel and Evision within set timescales.
- Assisting alternative departments with administrative duties and data input as required.

Minimum Requirements:

- Experience of working a multi-line switchboard
- Exceptional communication skills with a friendly and outgoing personality and a professional appearance is essential
- Strong organisational and time management skills

- Ability to work with discretion regarding sensitive/confidential information and data
- Competent in all Microsoft office packages
- Experience of working in UK Engineering / Rail Industry (preferred, not necessary)
- Must have driving licence and transport due to location of our offices



QTS is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.

PLEASE SEND APPLICATIONS TO:

**RECRUITMENT@QTSGROUP.COM**

**QTSGROUP.COM**

**RAIL INFRASTRUCTURE, ENGINEERING  
& TRAINING SPECIALISTS**

