

Secretary/Receptionist

Norbar Torque Tools., the world leading torque tool manufacturer has a vacancy for an experienced Secretary/Receptionist.

Responsible to the Human Resources Manager, the primary responsibility of this role is to operate our busy switchboard and meet and greet our visitors, many from overseas.

The reception area also provides a secretarial support service to Norbar and its staff.

You will be proficient in Microsoft Office and have worked in a similar customer facing role.

Experience of organising overseas/UK travel would be an advantage as is working in a similar, busy Reception environment.

As first point of contact in the Company you will be well presented, professional, highly organised with excellent communication skills and the ability to multitask. The ability to work as part of a small team is essential.

We will consider applications from those who can work 8.15 a.m. – 5.00 p.m. Monday – Thursday, 8.15 a.m. – 12.45 p.m. Friday (some flexibility on start and finish times will be considered).

In return we can offer a starting hourly rate of £11.04.

Norbar also offers a non-guaranteed profit related bonus, contributory pension scheme, life assurance, an award winning restaurant plus other lifestyle benefits.

Closing date for applications: Tuesday 29 August 2017

We reserve the right to interview and appoint before the closing date.

For an application form please contact Beverley Fuller, Human Resources Assistant, Norbar Torque Tools Ltd, Wildmere Road, Banbury, Oxfordshire OX16 3JU, Telephone 01295 753644.

Alternatively you can download an application form at www.norbar.com.

Strictly No Agencies