

**JOB DESCRIPTION**

**ROLE: Receptionist PA/Office Support Payable**

**REPORTS TO**: **Office Co-ordinator**

**WORKING HOURS**: Monday to Friday 40 hours a week 9 – 6pm

The B & S Group is a privately owned pharmaceutical company which manufactures and distributes pharmaceutical and healthcare products to the UK market. Established in 1999 we offer a wide range of products and services which includes specials, generic drugs, branded medicines, parallel trade and over-the-counter (OTC) medicines. Having undergone two acquisitions since 2010, we are continuing to strengthen and growing rapidly.

**PRIMARY RESPONSIBILITIES**

To meet and greet internal and external visitors coming into the company and to handle incoming calls.

**SECONDARY RESPONSIBILITIES**

• Meet and greet visitors

• Maintain internal visitors log

• Maintaining the Health and Safety log book

• Maintain the ‘meeting rooms’ portal

• Answer incoming calls in a professional manner

• Write emails, letters and minutes for any of the Board of Directors

• Organise company business cards

• Booking travel

• General filing and admin

• Ad hoc duties

**ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES**

• Previous experience not necessary

• Clear verbal and written communication essential

• Ability to work on own initiative

• Experience of working on the Microsoft Packages including Outlook Internet

If you enjoy meeting people and you are confident in supporting Board Directors please contact ASAP.