



## Receptionist / Admin Support

### The Role:

This role requires a Receptionist/Administrator to provide a professional front-of-house service to external and internal stakeholders, ensuring the smooth and efficient running of the Head Office reception area. Additionally, the successful candidate will provide support to the senior leadership team.

### Key Responsibilities:

#### Reception duties

- Provide a welcoming and professional front-of-house service for staff, visitors, contractors, and callers with a seamless transfer from reception to host
- Ensure visitors are effectively inducted to the facilities
- Handle internal/external calls via the switchboard
- Manage incoming and outgoing post, including the use of a franking machine
- Schedule meetings and appropriate rooms using Teams and arrange catering when required
- Book travel and accommodation using the online platform in accordance with company policy
- Order stationery and staff welfare consumables and keep accurate records
- Liaise with the facilities management team in relation to repair and maintenance activities
- Maintain the HSEQ noticeboards
- Ensure charging points are managed effectively
- General housekeeping of reception area, meeting rooms, canteen, and communal areas - keeping worktops and fridges tidy, loading/unloading the dishwasher, keeping milk supplies topped up
- Demonstrate high standards of personal appearance and tidiness in the reception area

#### Administration Support

- Prepare letters and reports on behalf of the board
- Provide support with the organisation of corporate events
- Good level of competence with Microsoft Office including Word, Excel, Adobe, Teams and Sharepoint

### Key Measures & Targets:

- Ensure calls are answered promptly and professionally and are directed to the appropriate person
- Travel bookings are correct and fall in line with company policy
- Minimise spending on stationery items through knowledge of products and suppliers
- Complete administration tasks within given timeframe
- Effective management of meeting rooms

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## Key Relationships:

- Barhale and BCS Employees
- Visitors including clients, suppliers and community partners
- Callers

## Person Specification:

The successful candidate is likely to meet all the following criteria:

### Essential

- Previous experience in managing a reception desk and using a switchboard
- Proficient in general office administration and the use of Microsoft Office including Sharepoint
- Excellent verbal and written communication skills
- Takes an enthusiastic and proactive approach, with the ability to work on own initiative
- Personable with a professional and confident manner

**\*\*Ability to cover job share sickness and holiday as and when required for the following hours 8am-1:30pm Mon-Thurs and 8am-12:30pm Fri\*\***

## Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provide a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single person's private medical cover
- Permanent Health Cover

## About Barhale:

Barhale is one of the largest privately-owned civil engineering and infrastructure specialists with 40 years of experience working UK-wide across the water, transport, built environment and energy sectors. Founded by our Chairman, Dennis Curran in 1980, the group was originally set up as a specialist tunnelling contractor. Whilst we retain our tunnelling roots, repeated success in several sectors of the construction industry has enabled us to expand our skillset and become one of the largest privately-owned infrastructure specialists in the UK.

## What we do

We provide design, construction, and maintenance services to the following sectors.

- Water
- Transport
- Energy
- Built Environment

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We also possess a range of specialist skills to support our civil engineering and infrastructure activities including

- Tunnelling
- MEICA capabilities
- In-house design
- A steel-fabrication and supply subsidiary (BCS Group)

## **Who we are?**

Barhale operates as a tier-1 partner for blue-chip, regulated, and private clients. We work as part of large frameworks, joint ventures, and alliances, as well as on individual projects developing long-standing relationships based on Trust, Integrity, and Pride.

## **Our People**

We employ a direct workforce of over 800 employees nationwide. We recognise that our business is only as good as the people we employ, which is why we value them so highly and invest in regular training and development, utilising our dedicated training facility in Walsall.

## **How to apply:**

[careers@barhale.co.uk](mailto:careers@barhale.co.uk)