



## Job Specification

<b>Position:</b>	Receptionist
<b>Location:</b>	Golborne, WA3 3GS
<b>Position Type:</b>	Permanent Position, Full Time 40 hours per week
<b>Salary:</b>	Dependent on experience
<b>Relevant Work Experience:</b>	Applicants must have proven, previous or extensive experience in a similar role.

---

**Company Overview:** WBS are a market leader of the technical development, supply of external wall insulation systems, through-colour renders and decorative coatings. We are looking to recruit a Receptionist.

**The main responsibilities will include:**

- Handling all inbound calls
- Dealing with all enquiries effectively
- Liaising and transferring to departments
- Taking messages and passing to relevant party

**The main skills and experience needed must include:**

- A strong background within Customer Service or Reception
  - A stable and consistent work history
  - A professional telephone manner
  - A high level of literacy - excellent spelling and grammar
- 

To apply for this position please forward the completed application form and appendices. If you have a CV you may include this as well and send to:

Karen Arnold  
Wetherby Building Systems Ltd  
1 Kidglove Road  
Golborne  
WA3 3GS

or e-mail to: [karen@wbs-ltd.co.uk](mailto:karen@wbs-ltd.co.uk)

**CLOSING DATE FOR APPLICATIONS IS FRIDAY 3<sup>rd</sup> SEPTEMBER 2010**

---