

## Receptionist

**REPORTING TO: Senior TMS UK Human Resources Manager**  
**LOCATION: Shipley, West Yorkshire**

Teledyne Defence & Space are looking for someone to join their HR team working on the Main Reception.

In this role you will be the first point of contact for all Teledyne customers both face to face and over the telephone. You will support the business with travel bookings and hospitality requirements, and will get involved in HR Administration activities.

### **Main responsibilities for this role are:**

- Answer incoming calls and transfer to relevant person / department in a pleasant and efficient manner
- Welcome visitors to site ensuring that they are dealt with pleasantly and efficiently
- Administer the required screening for visitors attending site
- Maintain a professional reception area
- Sort incoming post and frank outgoing post
- Ordering of stationery
- Arrange any hospitality requirements for meetings and provide refreshments for small meetings as requested
- Arrange travel and accommodation as requested ensuring necessary approval has been given
- General administrative tasks as requested

### **The successful candidate will be able to satisfy the following requirements:**

- Excellent Customer service experience
- Good telephone manner
- Ability to use Microsoft Office applications (word, excel, PowerPoint)
- Ability to use e-mail and Internet applications
- Ability to use own initiative
- Previous experience within a HR Administration role would be an advantage

### **How to apply:**

Please forward your CV to Janette Pattison, Recruitment Manager, Teledyne Defence & Space, Airedale House, Acorn Park, Shipley, West Yorkshire BD17 7SW or via email: [janette.pattison@teledyne.com](mailto:janette.pattison@teledyne.com)