

Full Time Receptionist

Job Reference: PO002

Closing Date: 12th February 2021 at 5pm

Salary: £16,777.28

Hours: 37 hours per week Monday - Friday

Location: Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG

The Welsh Pony and Cob Society are looking to expand their existing team of office staff, offering a full-time receptionist/admin position.

We are seeking a motivated individual, with an eye for detail who is enthusiastic or has some knowledge of the Welsh breeds. The role is to assist in an administration capacity within the office alongside answering the society telephone lines and responding to daily enquiries via the enquiries inbox. The successful candidate will need to be competent in the use of Microsoft office packages and the use of Outlook; have strong customer service skills both face to face, via telephone and written skills which they can demonstrate through their application and at the interview stage. An understanding of GDPR compliance. As well as being used to working to tight deadlines in a pressurised environment.

Further details of the role can be found on the job profile.

The ability to converse in Welsh is essential for this position.

Interview will take place online via Microsoft teams week commencing the 22nd February 2021.

Only applications with a full completed application form will be considered for this position.

Please forward your completed application form to Gemma Bassett-Burr, Office Manager either via email gemma@wpcs.uk.com or via post to The Welsh Pony and Cob Society, Bronaeron, Felinfach, Lampeter, Ceredigion, SA48 8AG.