



**THE BRISTOL
PORT COMPANY**

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Receptionist (part-time)

Functional

Closing: Thursday 29th March 2018

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£11.79 per hour plus benefits

We are seeking a well presented part-time receptionist to cover our busy switchboard and reception area. This will normally be two days per week (15 hours), worked on Monday and Tuesday, although flexibility will be required to cover additional days when necessary.

A pleasant telephone manner is essential, along with sound keyboard skills and an ability to deal personally with people at all levels.

For an application form please telephone our reception desk on 0117 982 0000, or e-mail personnel@bristolport.co.uk.

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