



ADMINISTRATOR / RECEPTIONIST (FIXED TERM)

We're looking for a keen, enthusiastic individual to join our team to provide administrative and reception support.

This is a great opportunity to join a growing team in a fast-paced creative marketing environment. The role is varied and we need someone who can make our clients and guests feel welcome, answer incoming calls in a friendly professional manner and provide office administration and PA support. You'll need a positive, 'can-do' attitude and be prepared to work hard to always deliver the best results and excellent customer service.

The ideal candidate will have:

- Superb communication skills, both written and verbal
- An excellent telephone manner
- A good working knowledge of Microsoft Office (Word, Excel and Outlook)
- A confident, friendly personality
- A client focused approach
- Excellent administration skills, with the ability to juggle multiple tasks and priorities
- An organised approach
- Excellent attention to detail

Although initially a fixed term contract, we hope this will develop into a permanent role for the right person.

Torpedo is an award winning creative marketing agency based near Oxford with some excellent clients and a great team. This is a fantastic opportunity to join our highly talented, creative and friendly team environment working with both existing and new clients.

To apply, please send your CV to jobs@torpedogroup.com

December 2011