



Victoria House (4th Floor)  
Victoria Road Chelmsford  
CM1 1JR

01245 707 449

info@moymaterials.co.uk  
www.moymaterials.com

**Job Title:** Receptionist / Administrator

**Company:** Moy Materials Ltd.

**Reporting to:** Office Manager and Senior Leadership Team

**Location:** Ireland

**Created:** 12/12/2023

### **Company Overview:**

Moy are a leading supplier of high-performance rooftop waterproofing systems. With bases in the UK, Ireland, and Germany our innovative, long-lasting waterproofing solutions and unparalleled technical support have earned us a raft of high-profile clients across the globe and a place at the forefront of this dynamic and competitive industry.

We are seeking to recruit a receptionist/Administrator to take on front of house duties and be a support the administration department within the business.

### **Key Duties & Responsibilities:**

- Greeting visitors and directing them appropriately
- Notifying company personnel of visitors' arrival.
- Answering telephone calls and emails in a polite and friendly manner.
- Maintain employee and department directories.
- Making Tea/Coffees and organising catering when required.
- Booking taxis and other travel.
- Sorting and distributing posts.
- Maintain meeting room calendar and schedule bookings.
- Assisting in office administration for the Office Manager and the Senior Leadership Team.
- Uphold the company ethos proudly, consistently representing the company in the best light.

### **Skills required:**

- **1 Years + minimum experience working in reception, administration or a customer facing role.**
- **Excellent written and spoken English.**
- Excellent communication skills.
- Enthusiasm for customer service.
- An upbeat and outgoing personality.
- A flexible attitude to work in an agile and dynamic environment.
- Organisational expertise.



Victoria House (4th Floor)  
Victoria Road Chelmsford  
CM1 1JR

01245 707 449

[info@moymaterials.co.uk](mailto:info@moymaterials.co.uk)  
[www.moymaterials.com](http://www.moymaterials.com)

- Ability to work in a team and on their own initiative.
- Proficiency using the Microsoft Office package.

**Benefits:**

- Opportunity to develop in a fast multi-national company.
- Competitive salary with annual salary reviews.

We are currently reviewing our benefits package to be implemented across the new financial year.

**Any other reasonable duties and responsibilities as maybe required.**

This job description will be subject to review and in light of developments and/or changing circumstances may be altered to include other duties and responsibilities as may be directed by the Company to meet business needs.

**Moy Materials Ltd. is an equal opportunities employer.**

**Applications.**

Interested candidates should apply in the strictest confidence to [humanresources@MoyMaterials.com](mailto:humanresources@MoyMaterials.com) by Friday 26<sup>th</sup> January 2024.