



**RECEPTIONIST/ADMINISTRATIVE ASSISTANT  
CARNOUSTIE PLACE BRANCH, GLASGOW  
RICHMONDS PLUMBING & HEATING MERCHANTS LIMITED**

Richmonds is an independent privately-owned company supplying bathrooms and plumbing and heating goods to the building and retail sectors in Central Scotland. The company currently operates seven branches across Glasgow, Edinburgh, Paisley, Bellshill and Hamilton.

We are seeking a Receptionist/Administrative Assistant to join our Head Office team based at our Carnoustie Place Branch in Glasgow. The Receptionist/Administrative Assistant will be responsible for answering the main Company phonenumber together with assisting with all aspects of general tasks within the Finance Team including but not limited to:

- promptly answering all incoming external telephone calls at our Carnoustie Place Branch and directing the calls internally to the appropriate person;
- assisting the Purchase Ledger Assistants in the day-to-day operation of the purchase ledger;
- accurate and timely processing of invoices and credit notes;
- excellent interpersonal skills when liaising with other employees, customers and external suppliers;
- filing Finance Team documentation as directed; and
- general Finance Team tasks ad hoc as required.

The Receptionist/Administrative Assistant will be required to carry out any other reasonable duties falling within their capabilities, as the needs of the Company dictate.

You will be reliable, motivated and have excellent time-management and customer service skills. You are organised, have good numeracy skills and attention to detail. You will have experience as a receptionist, ideally within the plumbing and heating industry and/or building or similar trade. You will also preferably have experience in an administrative position within a finance department. Knowledge of Microsoft Office would be beneficial to this role.

**Salary:** Competitive.

**Hours:** 40 hours per week, Monday to Friday 8am to 5pm.

**Benefits:** 18 days' annual leave and 10 public holidays; employer pension contributions; and life assurance.

A note of interest along with a current CV should be sent by email to David Davis, Finance Manager at [david.davis@rphm.co.uk](mailto:david.davis@rphm.co.uk)

**Closing date for applications: 31 May 2019**