



'In a fiercely competitive industry the winners will be those with the leading technology at their fingertips.'

Ikon Science Ltd, the global geoscience technology company, has 11 locations worldwide including London, Houston, KL, Perth W.A and Rio de Janeiro. Ikon develop and deliver RokDoc® software, QI Services, GeoPressure Consultancy and Multi-Client Studies, with a fresh and flexible scientific approach. We are now recruiting for the following post:

Receptionist

Teddington UK

Competitive Salary

We are looking for a confident and proactive person who will provide the initial contact point for the main reception at our head office. Reporting to the Human Resources Manager you will be responsible for answering and screening phone calls, dealing with visitors, co-ordinate incoming and outgoing post, booking meetings rooms, organising couriers, arranging travel, replenishing office supplies and other general administration duties.

The successful candidate will have:

- Previous experience of working independently providing reception and administration support
- As a minimum you will be educated to GCSE standard or equivalent
- A sound knowledge of Outlook and Microsoft Office applications
- Excellent communication and interpersonal skills
- Professional presentation
- Excellent customer service skills
- Organisation and planning skills
- Good attention to detail
- Ability to stay calm and professional under pressure
- Ability to use initiative

In return you will receive a competitive base salary plus benefits and the chance to join a successful business working in a friendly environment.

This is a permanent full time role working Monday to Friday (37 ½ hours per week) the reception hours will be 9.00am - 5:30pm, however, part time/job share applicants will be considered.

Applications should state the job title and be in the form of your CV with a covering letter emailed to Alex Matthews, Head of Human Resources at amatthews@ikonscience.com.