

If you would like to apply please email [vacancies@lbbd.gov.uk](mailto:vacancies@lbbd.gov.uk) with your CV, the job vacancy you are interested in and how you heard about the vacancy.

**D118 - Receptionist/Admin - Dagenham - Full-time - Dagenham - £17-18,000 PA**

**Working for a car workshop which deals with MOT, Service, Repairs and Car Customising.**

Reception Duties include: Answering the phone, greeting customers at reception and booking in cars.

Liaising with drivers, occasional collection of cars as and when required.

**Administration and Accounts Duties include: Logging, maintaining and filing invoices.**

**Tax filing every quarter.**

Processing personal expenses and petty cash.

Skills required:

The candidate needs to be highly organized and have a good attention to detail.

Good team player with the ability to work independently.

**Driving license essential (please state you have a license on your CV)**

Job Type: Full-time

Salary: £17,000.00 - £18,000.00 per year

Benefits:

- Company Car
- On-site Parking

Education:

- A-Level or equivalent (Required)

Administrative Duties:

- Carrying out requests from management as needed
- Answering emails and sorting post
- Answering phone calls and transferring them as necessary
- Greeting and welcoming visitors