**Receptionist - based in Lytham, £15,600 to £17,076 (depending upon experience)**

A great opportunity to join a global company that offers excellent progression.

**About the Role**

This is an extremely important role acting as the first point of contact within in the group. This will be a busy role and require someone who takes pride in delivering a high level of customer service at all times.

Main duties (but not limited to) …

* Answering incoming calls.
* Ordering stationary.
* Greeting visitors and ensuring they are correctly signed in.
* General administration support as and when required.
* Assisting the Customer Service team during busy periods.
* Order processing.

**About You**

* Highly capable communicator at all levels of seniority.
* Previous experience in a customer service role.
* Good attention to detail.
* Well presented.

**About Us**

The Tangerine Group is a privately held company based in Lytham. Within the group are ten limited companies, each operating as stand-alone entities. We specialise in the manufacture and sales of animal health and nutrition products for farm and companion animals, including veterinary and equine products.

We’re passionate about being the best and you should be too!

**Interested?**

Apply online for immediate consideration.