

GORILLA

Gorilla is Wales' largest Post Production facility with offices in Cardiff Bay, Cardiff City Centre and Bristol.

Gorilla Group is looking to recruit an enthusiastic RECEPTIONIST to join our front of house team in Cardiff.

Applicants must be available to start work immediately.

Role and Responsibility

- First point of contact for all visitors'
- Answer, screen and forward incoming phone calls and emails
- Manage regular stock take of office stationery and kitchen supplies
- Book meeting rooms and arrange refreshments
- Handling media in/ out using internal booking system
- Manage camera card hire, accurately booking, despatching, and maintaining the database
- Creating and sending Purchase orders when requested
- Booking Travel and Coordinating deliveries by courier or runner booking company vehicles when necessary
- Organising authorised car parking for visitors
- Managing Security passes for all staff and visitors, keeping database up to date and retrieving passes on departure
- Any other ad hoc admin duties as required.

Please note that the above list is not exhaustive, and you may be required to proactively undertake additional projects, tasks or duties of a similar responsibility level as and when required.

The Ideal Candidate

Candidates must possess excellent communication skills and a professional phone manner. Whilst part of the front of house team, you should also be self-motivated, methodical and organised. Proficient use of software packages such as Microsoft Office, Word and Excel is essential.

Please apply including CV and covering letter indicating level of experience to jobs@gorillagroup.tv

Closing date for applications is Friday 3rd June 2022

Your Personal Data is very important to Gorilla and the information you supply will be collected and processed in accordance with the Data Protection Act 2018 and Gorilla Privacy Notice (<https://www.gorillagroup.tv/en/privacy/>). We will hold your CV for 6 months unless you ask us to delete it earlier.