

Receptionist/ Administrator



PENTACO
CONSTRUCTION LTD

An opportunity has arisen for a full time Receptionist/Administrator to join our team. The successful applicant must have a professional and friendly telephone manner, a good knowledge of Microsoft Outlook, Word and Excel and previous experience of working as a Receptionist.

To apply for this position please write, enclosing a full C.V to **Ciaran Creegan, Pentaco Construction Ltd, Suite 6, Joseph King House, Abbey Farm Commercial Park, Norwich St. Faith, NR10 3JU**

alternatively email: **ciaran@pentaco.co.uk** sending your c.v. as an attachment.

Pentaco Construction Ltd is an equal opportunities employer.