

**Bryan Donkin Valves Ltd is part of the AVK Group; market leaders in the supply of valves, fittings and flow control equipment to the Water, Waste Water, Oil and Gas industries throughout the world.**

**A vacancy has arisen for a Receptionist based at our premises in Staveley, Chesterfield, reporting to the Manufacturing Financial Controller.**

**Brief Overview:**

**The main purpose of the role is to provide a professional and efficient receptionist and administrative duties at our flagship facility for Bryan Donkin Valves and AVK UK Limited.**

**The primary tasks include, but are not limited to:-**

- 1. Answer, divert and deal with enquires from the switchboard**
- 2. Maintain the switchboard database with names in line with the Corporate Directory**
- 3. Dealing with visitors on site, ensuring correct H&S is adhered to and signing in/out procedures are followed.**
- 4. Maintain employee database by entering holidays, sickness, absence and overtime details to product monthly reports**
- 5. Order of all stationary stock**
- 6. Maintain organisation of meeting rooms**
- 7. Support the HR team with ad hoc documentation**

**Qualifications and skills:**

**As a successful candidate, you will have relevant experience working in an admin or clerical role and have experience dealing with high volumes of telephone calls, staff and visitors. You will have the minimum or equivalent of GCSE Grade C or above in English and be fully competent using IT equipment including Microsoft Office packages. To possess excellent written & verbal communication skills and have the ability to work on your own initiative, prioritising workloads without compromising attention to detail.**

**Please apply in writing by Wednesday 21<sup>st</sup> July 2021, including full C.V. to:**

**Abbie Bailey – HR Assistant**

**Email: [careers@avkuk.co.uk](mailto:careers@avkuk.co.uk)**



**The AVK UK group of companies is part of the globally renowned AVK group who are based in over 90 countries and known as one of the leading innovators and manufacturers of high-quality valves and fittings for the water, wastewater and gas industries worldwide.**

|   |   |
|---|---|
| <b>Job Title:</b> Receptionist  | <b>Company / Department:</b><br>Bryan Donkin Valves Ltd, Staveley |
| <b>Reporting to:</b> Financial Controller   | <b>Responsible for:</b> NA  |
| <b>Other Working Relationships:</b><br><b>Internal</b> All personnel at the Staveley facility<br><b>External</b> All customers/ suppliers/ contractors who contact or visit the Staveley facility |   |
| <b>Main purpose of the job:</b> To provide a professional and efficient reception/ administrative duties at the Staveley facility for both Bryan Donkin Valves and AVK UK Limited                 |   |

## Responsibilities/Duties

- Answering the switchboard dealing with calls for AVK UK, AVKS and Bryan Donkin Valves Ltd, in a prompt, professional and confident manner.
- Maintenance of switchboard ensuring all names are in line with the Corporate Directory.
- Dealing with visitors to the site, ensuring correct Health and Safety, and signing in and out procedures are adhered to. Checking the rear security cameras and lifting the barriers to allow deliveries to enter the site,
- Ensuring all Contractors on site have the correct paperwork (RAMS) and cards.
- Maintaining all essential paperwork for Contractors are up to date, such as Public Liability Insurances
- Maintaining the Time and Attendance System using Ceequel, by entering holidays, sickness, absence and overtime details for every employee, on a daily basis and producing exception reports for signing of by Line Managers.
- Ensuring the Time & Attendance system is kept up to date across all companies
- Producing Month End Reports from Time and Attendance system for the Financial Controller.
- In Ceequel, using PManager, entering training, scheduling training and entering training courses.
- Producing the Fire Register from Time and Attendance on a weekly basis, and testing and resetting all doors. Solving any issues with ELF directly concerning the Fire Register if required. Ensure that all appropriate paperwork is collected and taken to the Evacuation Point at the time of a Drill or actual Fire.
- Arrange all franking of outbound mail ensuring correct postage is applied, collecting all inbound mail and distributing accordingly.
- Order all stationery and maintaining a correct level at all times.
- Maintaining and arranging bookings for all internal meeting rooms, organising refreshments when they are required.
- Organising with Maintenance Department, the hire of plant and machinery when required, and maintaining schedules for all services.
- Print off all Labels, and Sign Off Sheets for Manufacturing Machines, ensuring accuracy of information in readiness for collection by Maintenance Department.
- Producing an Annual Holiday Chart for all Production Staff
- Responsible for booking in and out the Works Van and keeping appropriate records.
- Support the HR team with ad hoc documentation



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- Ensure you show regard for your fellow colleagues
- Ensure all company procedures are followed at all times
- Adhere to Environmental, Health & Safety regulations, and requirements relating to care of equipment and ensure you show regard to people.

**The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.**



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|                               | <b>Essential</b>   | <b>Desirable</b>                | <b>Identified by</b>          |
|-------------------------------|--|---------------------------------|-------------------------------|
| <b>Qualifications</b>         | General education to GSCE Levels or equivalent   |                                 | Application form CV           |
| <b>Skills/Attributes</b>      | Ability to deal with and remain self-motivated carrying out work<br>Able to follow instructions appropriately<br>Able to work quickly and efficiently<br>Excellent team player<br>IT skills including Microsoft Office packages<br>Highly organised  |                                 | CV<br>Interview<br>References |
| <b>Knowledge</b>              |  |                                 | Interview<br>References       |
| <b>Relevant Experience</b>    | Approximately 1 years relevant experience in a relevant field<br>High volume of telephone and email enquiries<br>General office administration tasks<br>Working in a busy environment and prioritising competing demands   |                                 | Interview<br>CV               |
| <b>Personal Qualities</b>     | Right first-time approach<br>Excellent organisational skills<br>Customer service and communication skills<br>Punctual, responsible attitude and work to deadlines<br>Self-motivated<br>Desire to complete tasks against deadlines<br>Ability to support other colleagues and other departments |                                 | Interview<br>References       |
| <b>Appearance/Disposition</b> | Smart<br>Friendly<br>Authoritative<br>Confident<br>Welcoming   |                                 | Interview                     |
| <b>Special Circumstances</b>  | Driving licence required.  | Reasonable commutable distance. | Interview                     |



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