

GOLDEN EXECUTIVE
EXECUTIVE TAXI & MINIBUS SERVICE

TELEPHONIST REQUIRED FOR BUSY TAXI COMPANY
FULL TIME - WINDSOR

Hours of Work - 8.00am – 5.30pm

We are currently recruiting for an experienced telephonist to join our friendly team.

We're looking for someone with a good command of the English language, together with a polite & friendly telephone manner. Experience using MS Office (specifically word & excel) and Outlook **is essential**

We are offering **full time hours** together with a **competitive salary**.

Salary: £7.50 - £8.00 an hour - subject to experience

This is a very busy and demanding role that will include answering telephone calls on our busy switchboard, taking bookings from the general public and our corporate clients together with some ad-hoc sales & admin support as and when required

Experience in this type of role would be an advantage, although full training will be provided on our in-house system.

Immediate start available.

If you feel you are the ideal candidate to join our busy team then please email your CV together with a brief covering letter to michelle@goldenexecutive.co.uk.