

Job Title: Receptionist

Department: Commercial

Company: **AESSEAL plc**

Job Ref. No:

Reporting to: Lead Receptionist

Location: **Rotherham - Mill Close**

Job Purpose

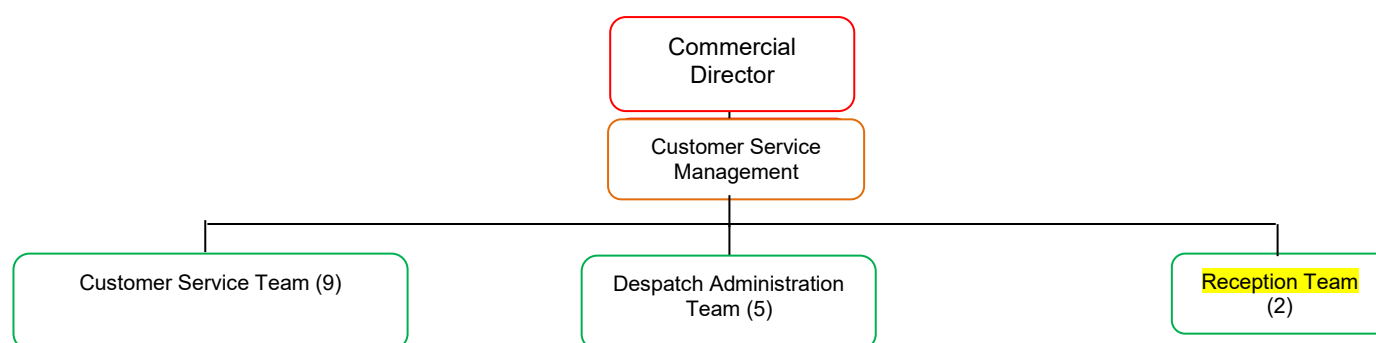
AESSEAL is one of the world's-leading specialists in the design and manufacture of mechanical seals and support systems. Our vision is to be the world leading reliability company; our aim is to consistently exceed expectations; and our customer promise is simple: to give such exceptional service that they need never consider an alternative source of supply.

Working as part of a dedicated Reception team the job holder will be responsible for the day-to-day management of the front desk of a corporate Company.

Job Dimensions

- Responsible for incoming calls to AESSEAL plc Headquarters Mill Close.
- Representing the Company as the first point of contact for visitors.

Organisation Chart



Principal Accountabilities

- Front of House - Greet and welcome visitors professionally ensuring a positive first impression providing accurate information to visitors and staff.
- Receive/screen and direct incoming telephone calls appropriately in a timely manner.
- Scheduling and updating room bookings along with setting up refreshments for meetings.
- Maintaining the Reception area, monitoring office supplies and co-ordinating with vendors when necessary.
- Manage Pool Car bookings and monitoring of valets and health checks.
- Ensure safety procedures are in place for visitors and contractors on site and evacuation procedures.
- Sorting incoming/outgoing post.
- Receiving and directing enquiries to the relevant departments electronically.
- Maintaining security by following procedures and controlling access for visitors and contractors.
- Other ad hoc administrative duties as reasonably requested by the manager or their representatives.

N.B this list is not exhaustive, the job holder is required to carry out reasonable tasks within the level of skill and ability.

Skills, Knowledge and Experience

Criteria	Essential	Desirable
Qualifications		• Secondary School Education
Skills & Knowledge	• People person/personable • Exceptional and professional telephone manner • Competent in the use of MS Office • Good problem solver • Able to multitask • Able to use own initiative • Good organisation skills • Effective communication skills	
Experience	• Experience of working in an office environment	• Reception Duties
Character	• Desire to provide exceptional customer service • Ability to work on your own and use initiative • To be able to demonstrate self-motivation to assist in the continuous improvement of the organisation • Confident, approachable personality • Contribute to a happy working environment	

AESSEAL plc, Mill Close, Rotherham, S60 1BZ

Email: careers@aesseal.co.uk

AESSEAL® overview

AESSEAL® is part of the AES Engineering Ltd Group, a global engineering and reliability leader with sales exceeding £283 million. We design and manufacture mechanical seals and seal support systems that keep industry moving, and our innovations are engineered to minimise environmental impact, helping customers cut waste, save energy and combat climate change.

We're proud of an exceptional reputation and an equally strong commitment to social responsibility.

Careers at AESSEAL® are built on opportunity. We develop talent from apprenticeships upwards, give people room to grow, take on responsibility and progress into management roles.

Explore our day-in-the-life videos to meet the teams and see what your next role could look like. Employees are encouraged to make a difference beyond the day job, working with schools to inspire future engineers and entrepreneurs, sponsoring GUTS events, and driving our mission to achieve global Net Zero.

Our culture of excellence is recognised with 16 King or Queen's Awards and numerous ISO certifications across quality, health and safety, environment, cybersecurity and more. With year-on-year sales and profit growth, and over £61 million invested in facilities and machinery, AESSEAL® offers the resources, stability and ambition that make it a uniquely rewarding place to work.



Our core values

Our Purpose is to give our customers such exceptional service that they need never consider alternative sources of supply.

- We pursue excellence in order to continuously improve.
- We promote, embrace and manage change.
- We champion honesty and fairness.
- We are committed to protecting the environment.
- We create an environment where we are happy at work.

Our vision is to become the leading global reliability business, delivering solutions to help industries save water, energy, cut pollution, and create a better world.

Our focus - to us, the customer really is king. It is our focus on customer service and quality that has seen us grow year on year since we were established in 1979. Today we have 69 businesses from 108 locations, serving over 100 countries, and employ a global network of sales engineers and technical support specialists.



The benefits

At AESSEAL®, we recruit and develop the most talented individuals, whether that's in engineering, sales, service, or support roles.

Working collaboratively across our global operation, we are one 'family' community, where teamwork is encouraged and clarity, mutual respect, and understanding are key. If you would like to find out more about our current vacancies and apprenticeship schemes, please navigate using the careers menu.

What are the benefits to working for AESSEAL®?

- Pension Scheme including Salary Sacrifice
- Aspire to Retire Scheme
- Life Assurance
- Length of Service Scheme (5 years, 10 years, 15 years, 20 years, 25 years, 30 years and 35 years)
- Mindful Employer – Supporting Mental Health
- Cycle2Work Scheme
- EV Car Scheme – partnered with Octopus Energy
- BenefitHub – exclusive discounts, rewards and cashback
- STAR Awards - £250 Amazon Voucher
- Sporting Tickets
- Westfield Health cover at discounted rates
- Help@Hand – Employee Wellbeing and Mental Health
- AES Tree Walk
- Free On-Site Parking and EV Charging Facilities

