

Job Title: Receptionist Administrator	Location: Hunmanby, Head Office
Department: HR	Contract: Permanent / Part-Time
Reports To: HR Manager	Direct Reports: None

1.0 Job Summary & Role

Deep Sea Electronics is a global leader in the design and manufacture of generator controllers, automatic transfer switch controllers, battery chargers, and vehicle and off highway control systems. With over 200 employees across four continents, our products support customers in more than 150 countries worldwide.

We're looking for a friendly, organised, and proactive Receptionist Administrator to join our team at our Hunmanby site. As the face of our business, you'll create a positive first impression for visitors while keeping our front-of-house operations running smoothly.

In this varied role, you'll welcome guests, manage incoming calls and emails, and provide essential administrative support across the office and finance teams. No two days will be the same, making this a great opportunity for someone who enjoys a dynamic and people focused position.

This is a part-time role, working 22 hours per week across Monday, Tuesday, and Friday.

We're looking for someone who is flexible, reliable, and happy to support the wider team when needed. Covering Wednesday and Thursday for annual leave.

2.0 Key Responsibilities & Main Duties

- Managing the welcome process and registration of visitors to the building according to security procedures
- Answering the phone, redirecting calls and voicemail messages as required, and managing emails
- Sorting and distributing incoming post
- Produce invitation letters for visa applications
- Booking internal meeting rooms for colleagues and ensure refreshments are stocked
- Raise internal purchase orders when re-stocking is needed. Setting up meeting rooms with refreshments for visitors when requested. Ensure meeting rooms are left tidy after meetings have concluded
- Arranging lunches for business meetings and collection thereof
- Record details of all lunches provided for HMRC purposes
- Booking overnight accommodation and taxis for colleagues and visitors



JOB DESCRIPTION & PERSON SPECIFICATION



- Responsible for the administration of the company pool car records. To include: - booking the pool cars out/in for colleagues, carry out licence and DVLA checks, book MOTs and service
- Filing supplier invoices
- Set up/amend new/existing supplier accounts in the company's ERP system
- Collect carriage manifests for the sales department and file
- Reconcile weekly supplier invoices to the carriage manifests
- Any other ad hoc duties for management or colleagues

3.0 Internal & External Relationships

- Visitors
- Suppliers and service contractors
- Internal departments

4.0 Key Performance Indicators

- Management of workload to ensure daily, weekly, and monthly deadlines are met on time

5.0 Essential/Desirable Factors

Knowledge	
Essential: • Good MS Office knowledge and skills	Desirable:
Skills & Attributes	
Essential: • Ability to demonstrate excellent customer service and strong interpersonal skills • Ability to work independently in addition to part of a team • Self-motivated and positive attitude • Highly organised; ability to handle multiple tasks and apply judgment to prioritise	Desirable: • Resilience and adaptability for new tasks
Experience	
Essential: • Proven experience in a similar role • Customer facing experience	Desirable:
Qualifications	
Essential: • GCSE qualified or equivalent • Full UK Driving License	Desirable:
Created by	Dated Created
HR Manager	September 2026

