



Receptionist & Dispensary Assistant (Ref. No. A154)
Full-time/ Term Time / Permanent / Aberdeen City Campus
Salary: £29,955.19 - £30,920.55 pro rata per annum
Actual Salary: £27,017.28 - £27,877.96 per annum

Are you organised, friendly and enthusiastic about working in a busy hair and beauty college environment?

We are looking for a motivated individual to provide a professional reception service and support the smooth day-to-day running of our hair and beauty departments.

Key responsibilities include:

- Welcoming clients, students, staff and visitors, and managing appointments and telephone enquiries.
- Maintaining booking records, handling payments and promoting hair and beauty products and gift vouchers.
- Managing stock, supplies, equipment and student locker keys.
- Supporting lecturers and students with practical activities, demonstrations and daily departmental needs.
- Ensuring reception and work areas are clean, tidy, safe and well organised.
- Providing administrative support and reception cover as required.

The ideal candidate will have excellent communication and customer service skills, strong organisational abilities, attention to detail, and the flexibility to work as part of a team.

If you enjoy working with people and would like to contribute to a positive learning environment in the hair and beauty industry, we would love to hear from you!

NESCol is a disability confident employer. We offer a variety of working options in line with business requirements and place great importance on staff wellbeing. We welcome and encourage applicants from diverse backgrounds.

The closing date for applications will be **11th November 2026**.

Interested? Want to know more?

For more information on this vacancy please visit our My Job Scotland website page on www.myjobscotland.gov.uk email jobs@nescol.ac.uk, or call People Services on 01224 612244 (voicemail).

