

Job Description

Position	Receptionist/Office Administrator PART TIME
Date	12.10.2020
Reports to	Finance Director/MD
Reports	None

Responsibilities

- Reception Telephone line
Responsible for answering all reception line calls and directing calls to correct team member.
- Visitors/Meetings
Responsible for attending to the front door intercom. See guests into the building, ensuring sign in process is followed. Arrange food for meetings when required.
- Stationery, stock and supplies
Monitor the stationery cupboard and place orders when necessary.
Maintain stock of staff refreshments, coffee machine supplies, making trips to Sainsburys when required.
Ordering supplies for coffee machine in Board Room.
- Office Contracts
Maintain “office” service contracts for items such as water machine, hot water urn, office cleaners.
- Petty Cash
Manage the petty cash for any day to day spending
- Vehicle log
Maintain log of employee vehicles.
- Post
Open the company post and distribute to team members as necessary.
- Employee Noticeboard
Owner of the employee noticeboard in the break room.
- Card payments
Take card payment over the phone for customers using card terminal
- Any other administrative duties as required.

Individual Attributes

- To be able to work independently without instruction
- To proactively monitor own workload and prioritise action where required

Working hours will be Monday, Tuesday and Friday.

Qualifications and Experience

Qualifications	5 GCSEs or equivalent IT literate
Experience	Previous experience in a similar role
Expected starting salary	£20,000 pro rata
Start date	ASAP

Details

Written by	Lauren Hudson
Employee Name	
Signed by employee and date	