Receptionist & Office Assistant

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| Job Title | Receptionist & Office Assistant |
| Job Type | Permanent |
| Salary | Dependant on experience |
| Location | Nepicar House |
| Reporting To | Lead of Finance Project Management |
| Direct Reports | 0 |
| Sector | Health Care |

# Purpose

A dual purpose role managing our main reception while providing general office admin and support to a busy finance office

# Responsibilities will include but are not limited to

* Project a professional image of the business to visitor’s, management and colleagues
* Be an effective first point of contact for visitors
* Operate the switchboard, establishing the identity of callers and directing calls to the relevant sites, within office hours.
* Maintain and effective postal system for incoming and outgoing mail
* Oversee the desk/room booking allocations (managed through an application)
* Track stationary stock and manage distribution
* Monitor and maintain the office food provisions
* Monitor the allocation and training of first aiders and fire wardens, maintain first aid kits
* Maintain the general tidiness and organisation of a busy office
* Keep a site Maintenance requirements list
* Arrange/review the regular archive/confidential waste collections
* Provide additional support as required to Projects/HR Admin

# Skills/Qualities

Strong Organisation skills · Effective Time Management · Multitasking · Effective Communicator · Experienced in handling sensitive data/information · Working knowledge of Microsoft Word, Excel and Outlook