

Harworth

JOB DESCRIPTION

JOB INFORMATION	
Job Title:	Office Administration / Receptionist cover
Department:	Business Support, Admin Team
Site:	Advantage House, Rotherham
Working Hours:	Monday – Friday 8:30am – 5:00pm

POSITION IN THE ORGANISATION	
Reports to:	Catherine Macdonald

OVERALL PURPOSE OF JOB
<p>We are seeking an experienced Office administrator/receptionist who has worked in a similar environment and has excellent customer service and communication skills. You must have the ability to prioritise and multitask and have a welcoming and 'can-do' attitude.</p> <p>We are looking for someone who will come into the team with a flexible attitude and a friendly demeanour and who is confident and professional Front of house.</p> <p>The role will also be part of the Business Support Team and will provide administrative support as and when required for the wider Harworth team.</p>

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GENERAL DESCRIPTION – TASK RELATED

- Answering the telephone
- Incoming and outgoing post
- Maintaining the meeting rooms diary
- Arranging refreshments and catering for meetings
- Meeting and greeting external visitors
- Assist PAs where necessary
- Photocopying
- Binding
- Arranging meetings
- Archiving documentation using agreed system.
- Office appearance – ensure it is professional looking and well organised
- General housekeeping duties within the office
 - keep kitchen tidy
 - ordering of kitchen supplies
 - Purchasing daily supply of kitchen supplies etc for the office
 - Tend to plants
- To support the Directors and their teams with all diary arrangements when needed.
- To mail merge Letters for management companies
- Ordering buffets
- Supervise stationery orders and liaise / meet with stationary suppliers to ensure best available price
- Manage recycling processes for the office
- Control Jaguar / Laguna pool car availability
- General managing / upkeep of the office
- Witness, scan and post all legal documents
- Daily track and trace logging for Advantage House
- Petty Cash

QUALIFICATIONS:

- English and Maths GCSE or equivalent

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SKILLS & EXPERIENCE:

- Experience with Microsoft Office
- Well-organised
- Friendly and polite
- Pleasant and engaging people skills.
- Efficient
- Able to deal with difficult clients or customers
- Self-motivated
- Good with computer systems
- Have polished communication skills
- Experience of working in a busy, corporate property environment.
- Experience of working property beneficial but not essential.