



**JOB PROFILE**

**Job Title:** Administrator/Receptionist

**Main Job Purpose:** To carry out general administration duties and cover reception duties

---

**Relationships:**

- a) Responsible to: PA to Joint Managing Director
  - b) Liaison with: All Company Personnel, Customers and Suppliers
- 

<b>Main Tasks</b>	<b>Competency Required</b>
• To create and update company stock records.	5
• To assist in the creation of after sales job cards.	5
• To operate the switchboard and to carry out associated duties, i.e. greeting visitors, maintaining the welcome board and visitors register.	5
• To carry out other ancillary duties as outlined by management.	3
• To work in accordance with the ISO 9001 Quality Management System.	5
• To operate machinery and equipment in accordance with legislative guidelines and adhere to all health and safety procedures.	5

**Note: The above is not an exhaustive list of duties and you may be expected to perform additional tasks as necessitated by your role and the overall business objectives of the organisation.**

**Job description approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**Personnel Specification**

**Job Title: Administrator/Receptionist**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/Attainments</b>		<ul style="list-style-type: none"><li>• 5GCSE's/O'levels at C or above or their equivalent (including Maths &amp; English)</li></ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"><li>• Experience of operating a switchboard</li><li>• Experience in secretarial/administration support</li><li>• Experience of working with a mainframe computer system and Microsoft Office</li></ul>	<ul style="list-style-type: none"><li>• Experience in customer service</li></ul>
<b>General Attributes</b>	<ul style="list-style-type: none"><li>• Good attention to detail</li><li>• Computer literate with experience of working in word, excel and outlook</li><li>• Articulate</li><li>• Literate</li><li>• Good telephone manner</li><li>• Courteous</li><li>• Punctual</li><li>• Well presented</li></ul>	