

JOB DESCRIPTION

Receptionist\Secretary

Job Related Knowledge/Aptitude Skills

- Normal receptionist duties including the referral of telephone calls to the appropriate department
- Oversee franking, photocopiers and fax machines
- Supervise post room
- Maintain general office supplies/distribution
- Provide secretarial support to the departmental director(s)
- Competency in using Microsoft Office

Experience/Personal Qualities

- To be punctual and able to meet deadlines
- To stay calm and cheerful when working under pressure
- To work amicably with other staff
- To be flexible and willing to adapt to constantly changing routines
- To show the utmost discretion when handling confidential information
- To be well organised and maintain a tidy and orderly working environment

Departmental Director Support

- Handle incoming calls relating to the department(s)
- Prepare and dispatch all department materials as requested
- Manage event bookings and handle receipt of funds for seminars and retreats
- Attendance at events pertaining to the department and Conference event e.g. Camp Meeting, Days of Fellowship and Conference Session.

Telephone

- Be responsible for all messages, including answering machine
- Answering calls in on the main telephone line
- Dealing with 'out-of-hours' messages
- Update telephone extension lists
- Be responsible for reporting telephone faults

Register all visitors to the office

- With name in visitor's book
- Welcoming visitors and showing hospitality while they await their appointments

Responsible for fax machine

- Keeping and installing supplies
- Placing faxes in mail boxes, informing person concerned and sending reply if requested

Photocopier

- Copy materials required by Administrators/Directors/Sponsors, as requested
- Keep and install supplies for all photocopiers

Franking machine

- Monitor and install supplies as needed

Mail

- Prepare mail for post collection and, when necessary, take to nearby postbox
- Prepare labels for envelopes
- Sorting the post and delivering it to the various departments
- Mail *MESSENGER* magazines to isolated members
- Assist secretaries with preparing envelopes and/or mailing/photocopying
- Preparing and posting the Pastoral Team mail

North England Conference

Order supplies

- Ordering of certain office supplies, stock control
- Cleaning supplies – check with contracted cleaner in case of overlap
- Juice, water, etc. for committees in Board Room
- Kitchen/sanitary supplies (soap dispensers & toilet roll stock in all WC's)
- Compare delivery slips and invoices with the order
- In case of breakdowns, telephone for servicing of photo copiers and franking machine

Miscellaneous duties

- Prepare and maintain name tags for name board at the front door and workers pigeon holes
- Receive tradesmen and parcels
- Assist departments in the storing of supplies and equipment
- Assist with materials in preparation for special events
- Assist with basic maintenance matters (re-direct to Exec. Secretary, if unsure)
- Any other, varied, tasks that the front office requires
- Periodic (weekly) test of fire alarm, notifying staff in building before test commences

3 November 2016