

## Job Description

<b>Job Title:</b>	<b>Receptionist / Administrative Assistant</b>
<b>Department/Office:</b>	Exeter
<b>Reporting to:</b>	Administration Manager
<b>Responsible for:</b>	n/a
<b>Brief description of role</b>	Provide assistance with general administration & office management duties in the Exeter office. Full-time
<b>Controlled function</b>	No

### Main Tasks

- Post – incoming and outgoing
- Telephone
- Answering doorbell, 'meeting & greeting' visitors
- Preparing drinks for guests
- Purchase of sandwiches etc for meetings, putting lunch/drinks in meeting room and clearing up after
- Assistance with mailings and distribution of documents
- Updating documents as required
- Making restaurant reservations
- Making travel arrangements
- Monitoring and ordering stationery & supplies
- Mail merging letters and other documents
- Couriers documents/boxes as required
- Some work on investment management software systems (training provided)
- Scanning and setting up client files
- Preparation of packs to new clients
- Printing and binding presentations
- Communications with office equipment providers as required
- Keeping kitchen tidy
- To ensure rubbish and recycling is collected and communication with rubbish/recycling collectors as required
- Any other administrative tasks as required

<b>Qualifications</b>	Educated at least to GCSE standard including English and Maths (at least grade B)
<b>Skills and competencies</b>	Office experience preferable Good communication skills Polite and friendly manner Good attention to detail Accurate typing skills

### Additional activities

*The job-holder will be required to perform any additional activities that are relevant to the role, as agreed with management.*

<b>Jobholder's signature:</b>	<b>Date:</b>

<b>Manager's signature:</b>	<b>Date:</b>