

Position Title:	Receptionist / Administrative Assistant	Name:	
Reports to:		Location:	
Start Date:		Department:	
Primary Purpose of Position:			
The Administrative Assistant will oversee and manage all office procedures. They are responsible for the day to day operation of the business administration.			

Key Responsibilities & Duties:

Major Responsibilities include but are not limited to:

1. Major Accountabilities

(Generic Responsibilities)

- Answer telephones and transfer to appropriate staff member
- Meet and greet clients and visitors
- Create and modify documents using Microsoft Office
- Perform general clerical duties to include but not limited to: photocopying, faxing, mailing, and filing
- Maintain hard copy and electronic filing system
- Sign for and distribute deliveries/packages
- Research, price, and purchase office furniture and supplies
- Coordinate and maintain records for staff office space, phones, parking, company credit cards and office keys
- Setup and coordinate meetings and conferences
- Support staff in assigned project based work
- Ensure all activities are conducted in accordance with all OHS requirements
- Follow the company's policies and procedures
- Other duties as assigned

(Specific additions where applicable)

- Receive and process internet and telephone enquiries from customers
- Maintain documentation for technicians
- Maintain OHS induction documents including attendance records
- Maintain documentation for the testing of electrical equipment including the tester register
- Understand and maintain confidentiality relating to all business activities, especially relating to financial details and customer/ supplier details
- Notify the OH&S Director of any OH&S incidents, near misses or hazards in relation to the office environment.
- Receive all deliveries of goods to the office and process all documentation.
- Process all incoming and outgoing mail in an efficient and timely manner.
- Process all incoming Job Sheets and enter information into the appropriate register.
- Process all incoming invoices and delivery dockets and enter information into the appropriate register.
- Process all purchase orders after approval by the Purchasing Officer and enter into the appropriate register.
- Copy and distribute all memos on a daily basis, as required, and complete the necessary registration and follow-up work.

- Attend staff meetings as requested.
- Understand and maintain correct protocols when interacting with other staff, or customers and suppliers.

2. General:

- Meet attendance requirements
- Work without constant supervision
- Be effective in meeting deadlines
- Produce accurate and quality work
- Achieve improved business performance
- Meet all requires of employment contract
- Implement company policies as required

3. Working Relationships

Internally this position works with:

- Office Manager
- General Manager
- Operations Team

Externally key working relationships are with:

- Clients
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Key Competencies

- Attention to detail and accuracy
- Planning and organising
- Strong communication skills
- Information and task monitoring
- Problem analysis
- Stress tolerance

Agreement

I have read this Position Description and confirm that:

- I fully understand the content and agree that it forms the basis of my employment at UBT
- I understand that the company may change the Position Description from time to time to suit the needs of the business

Signed
Employee.....Date:.....

Signed
Manager:.....Date:.....