

RECEPTIONIST

JOB DESCRIPTION

Main Purpose of Job

To cover the reception in the office and assist the Town Clerk/Deputy Clerk in meeting the various needs of the Council.

Main Duties

General Office Duties including:

- Liaison with other levels of Local Government, other Parish Councils and official bodies
- Dealing with post – inwards and outwards
- Respond to correspondence
- Control of Petty Cash
- Reception Duties
- Ensuring meeting room is properly prepared for all booked meetings
- Oversee all bookings for meeting room
- Administer the circulation of all relevant documentation to Council members in accordance with current Standing Orders
- Keep all Council records in good order
- Filing duties
- Order and maintain stationery inventory
- Compliance reports
- Photocopying
- Research as required
- Miscellaneous other duties to be agreed with the Town Clerk from time to time

Skills Required

- Accurate typing skills
- Administrative experience
- Pleasant personality
- Good telephone manner
- Computer literacy
- Able to work on own initiative

Attitude

- Pleasant manner and smart appearance
- Flexible approach to working hours and duties
- Willingness to attend functions when required
- Ability to maintain excellent relations with Councillors and the public
- An appreciation of customer care