

A.A. AGENCY LTD.

Post: **Administrative Assistant / Receptionist**

Responsible to: **Office Manager**

Rate: £9.00 p/h

CRB Required.

Location: - Towerhamlets, Islington, Newham, Waltham Forest, Southwark, Richmond, Croydon. Bromley, Wandsworth, Camden, Greenwich, City of London Etc.

Job Description

Organisation

- Undertake reception duties, answering general telephone and face to face enquiries, signing in visitors and signing for deliveries.
- Ensure that visitors to the office are dealt with in an efficient, polite and tactful manner.

Administration

- Provide general clerical/admin. support e.g. photocopying, filing, faxing, complete standard forms, respond to routine correspondence.
- The operation of the phone system, directing calls to staff as appropriate.
- To maintain the admin systems. This will include filing and updating manually held systems and the input of data to computer based systems.
- Produce lists/information/data as required.
- Undertake typing and word-processing and other IT based tasks, including data inputting onto the Children's database.
- Sort and distribute mail.
- To perform other duties of a clerical nature, commensurate with the grading of the post as directed by the Office Manager.

Resources

- Operate relevant equipment/software. (e.g. Word, Excel, Access, Internet).
- Maintain stock and supplies.
- Provide general advice and guidance to staff, Children's families and others.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall work/aims of the Authority.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.