



RECEPTIONIST – PART TIME

JOB DESCRIPTION

Hours: 15 hours per week, 3 hours daily
Salary: £15,000 pa pro-rata
Responsible to: Finance Manager
Location: Carers Bucks, Ardenham Court, Aylesbury, Bucks, HP19 8HT

Primary Purpose:

- To provide a morning reception service for Carers Bucks
- To provide administrative support to the full-time administrator including letter writing, typing referrals and sending e-mails

Skills required:

- Strong communication skills, both verbally and written
- Proficient in Microsoft Word
- Caring nature and a professional approach to visitors
- Organised

Main Duties and Responsibilities:

- To provide a welcoming and professional reception service for Carers and other callers whether by telephone or in person
- To provide general admin support to the Carers Support Team and the full-time receptionist/administrator
- To process outgoing mail, including the collation of mail shots to carers
- To provide photocopying for large runs or complex documents
- To have an overview of the Carers Bucks filing system

General:

- Maintain a general understanding of the work of the whole organisation, participating in day to day administrative tasks and attending staff meetings
- Participate in joint activities e.g. AGM, National Carers Week, open days and other promotional activities
- Contribute to and take part in Continuing Professional Development for all Carers Bucks staff
- Contribute towards development of the centres resources and information library for carers
- Keep accurate records on all aspects of the work for monitoring and evaluation purposes
- Any other duties as reasonably required by Carers Bucks