



JOB DESCRIPTION

JOB TITLE:	Office Administrator/Receptionist
REPORTS TO:	Office Manager
HOURS AND PAY:	16 hours per week, Tuesday – Friday 1.00pm-5.00pm £8.50 per hour Will be required to cover for holidays and sickness where appropriate
JOB PURPOSE:	To support the day to day functions of the Perth Autism Support centre

MAIN DUTIES AND TASKS

General Responsibilities

- Reception cover, answering telephones, transferring calls, dealing with queries in staff absence
- Processing all activities booking confirmations for families and passing information for invoicing
- Stationery monitoring and ordering
- Organising meeting rooms as and when required to specified layout
- Administration support for all staff
- Filing, photocopying
- Housekeeping of reception area

Personal Development

- Maintain professional knowledge and competence on both company policies and regulatory standards
- Attend training courses and updates as deemed necessary

Special Conditions

This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list. Perth Autism Support reserves the right to amend this job description from time to time, according to business needs. Any changes will be confirmed in writing.

February 2019