

Business Administrator (Apprentice) Job Description

Report to

Receptionist

Responsible for

External visitors

Location

Evesham

Main Purpose of the role

To create a welcoming and professional atmosphere and portray the company culture at all times. To provide administration support for all departments.

Requirements

- To ensure that all visitors are greeted at reception, following BRC requirements for on site visitors at all times.
- To answer and transfer incoming calls on the main line number and take messages if necessary.
- To support the all departments with general administration.
- To co-ordinate all meeting rooms and equipment and arrange catering and refreshments if required.
- Deal with incoming and outgoing post
- Re-credit franking machine and install any changes to postal rates.
- To maintain a clean and tidy reception area.
- To organise hotel and B&B bookings when required.
- To arrange courier services when required and assist with ascertaining the correct service for consignment.
- Any other reasonable duties to meet the business needs.

Person Specifications

The ideal candidate would be in good health, confident and of smart appearance. This is important as the role involves meeting and greeting visitors. This will also come through with the aesthetic appearance of the reception and meeting rooms.

The candidate must have excellent organisational, liaison and inter-personal skills.

To provide administrative support for the all departments, IT skills and the ability to work confidentially is also essential.

The candidate will be a confident team player, capable of disseminating information and priority multiple tasks quickly and efficiently. Their disposition will be reliable, self-motivated and flexible. Flexibility will be important due to the range of duties and the requirement on occasions to work reasonable additional hours.

I have read and understood the contents of my job description and the requirements of my role.

Signed:

Date: