

**JOB DESCRIPTION**

<b>NAME</b>	
<b>JOB TITLE</b>	Receptionist/Administration Assistant
<b>DEPARTMENT</b>	Deeley Construction
<b>GRADE</b>	Monthly Staff
<b>REPORTS TO</b>	Suzanne Elliott – PA to the Directors

<b>FIRM DESCRIPTION</b>	A highly respected and profitable independent property and construction Group of Companies, incl. Deeley Construction, Deeley Properties, Deeley Homes etc.
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<b>ROLE DESCRIPTION</b>	We are seeking a candidate to provide a receptionist service with support from others at break times and also to provide some administrative support to our Contract Administration Department.
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<b>KEY RESPONSIBILITIES / ACCOUNTABILITIES</b>	<p>Receptionist Duties</p> <ol style="list-style-type: none"> <li>1. Receive all visitors to the company, ensuring that their requirements are promptly dealt with and that they are given a favourable impression of the company.</li> <li>2. Supervise the collection and delivery of incoming and outgoing mail (including fra#nking) to ensure that it is promptly delivered to the correct addresses, internally and externally.</li> <li>3. Receive deliveries for staff in the building</li> <li>4. Maintain the reception area in a tidy manner so that a favourable first impression is given to any visitors</li> <li>5. Manage the meeting room bookings, offer refreshments etc</li> <li>6. First point of contact for incoming calls.</li> </ol> <p>Administration Duties</p> <ol style="list-style-type: none"> <li>1. Produce/amend documents as required. Print and distribute drawings to site and other contacts.</li> <li>2. Support the Estimating team, uploading documents to Union Square, printing and chasing quotations from Sub-Contractors.</li> <li>3. Produce new site documents and set up files.</li> <li>4. Update the waste ticket registers on live projects.</li> <li>5. Assist with the facilities administration for the building.</li> </ol>
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### PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRED</b>
<b>THE CANDIDATE</b>	The job holder will have a high level of energy, drive combined with the presence and credibility to deal with clients, executives and their managers.	
<b>PERSONAL ATTRIBUTES</b>	<p>Excellent communication skills both written and oral.</p> <p>Attention to detail, ensuring that tasks are completed accurately and consistently meet high standards</p> <p>Work to be completed efficiently and deadlines are met.</p> <p>Flexible interpersonal skills with the ability to support Directors, Managers and the Team</p>	<p>Willingness to ask questions to ensure full understanding of requirements</p> <p>Good organisation skills and ability to respond and be flexible to the needs of different people.</p> <p>Ability to develop relationships both within the business and externally with clients, contacts, etc demonstrating tact, discretion and confidentiality as required.</p>

### EQUAL OPPORTUNITIES EMPLOYMENT STATEMENT

It is the Deeley Group's policy to provide equal opportunities for all employees in relation to recruitment, training and promotion. Decisions in these areas will be made only by reference to the requirements of the job and shall not be influenced by any consideration of ethnic origin, religion, sex, age, sexual orientation or disability.