



### **Receptionist/Admin Assistant – Job Description**

Reporting to the Partners, the **role** will be to:

Greet visitors/clients to the Practice

Make refreshments for visitors

Answer the telephone/emails

Deal with incoming/outgoing post

Order and maintain office supplies/stationery

Maintain electronic filing system, including document scanning

General administration duties for the office

Completion of monthly payroll processing for our clients (training to be provided)

Assistance with quarterly VAT return preparation and year end accounts (training to be provided)

### **Person specification**

Be confident and able to use your own initiative

Be able to prioritise your workload

Be self-motivated

Be adaptable

To have good attention to detail

To be able to work independently but also as part of a team

A willingness to help and a friendly and calm demeanour

To have strong organisational skills

Maintain confidentiality at all times

### **Salary/benefits**

Part time or Full-time position (minimum hours minimum of 24 hours spread over a minimum of 4 days)

20 days holiday + bank holidays

Parking available on site / paid for nearby

Private healthcare after 1 year's service

Auto-enrolment Company pension scheme

Salary Full Time equivalent £24,000 - £28,000 (Dependent on experience)