**Job Title: Afternoon Receptionist**

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| **Role Purpose (position scope)** |
| To provide Reception cover between 12.30 hrs to 16:30hrs Monday to Friday and ensure key responsibilities are carried out as detailed below.  When morning receptionist is on leave work the morning shift as overtime or AM shift only |

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| **Line Manager** | **Dotted Line** | **Direct Reports** | **Dotted Line** |
| Site Services Manager | None | None | None |

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| **Key Responsibilities** |
| * Safety first. Operate at Draken Europe in accordance with the SHE Technical standards. Identify where the SHE Technical Standards are applicable to appointed operations/tasks and apply safe systems of work identified. * Greet visitors and ensure security arrangements for visitors/deliveries are in line with Company policy and procedures. * Answer in-coming calls and deal with all enquiries in a professional and courteous manner. * Maintain tidiness and cleanliness of the reception area to ensure a professional first impression for visitors. * Manage the post room and sort the incoming mail to the relevant slots and ensure the outgoing mail is prepared and franked ready for the daily Royal Mail collection. * On arrival, issue visitor and contractor ID/Access control passes. * Issue new starter employees ID passes and on termination of employees, delete details from system. * Point of Contact for First Aid emergencies and to co-ordinate initial presence at required location. * Book pool and hire cars when required and ensure the related paperwork is issued and the associated fuel card is allocated. * Issue gate fobs to employees and contractors for airside access and to arrange an escort, if necessary. * Carry out administration work for the Site Services manager as required * Any other duties that are reasonably requested by management within the capability of the incumbent. |

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| **Key Deliverables** |
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| **Core Skills** |
| * Essential   + PC and IT literate: Outlook, Word, PowerPoint, Excel   + Customer and Supplier Facing Skills   + High degree of integrity and confidentiality   + Highly organised, be able to prioritise busy and varied workload   + Good standard of English   + Flexibility * Desirable   + Professional secretarial/administration qualification |

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| **Key Measures** |
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Job Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_