POS
I
TION DESCRIPTION
RECEPTIONIST

RESPONSIBLE TO: Corporate Support Officer
SUBORDINATE POSITIONS: Nil
SECTION: UniCentre General Office

JOB SUMMARY
Deliver a welcoming, professional, friendly and efficient service to the UniCentre general office and reception area.

Provide administration support to the Assistant General Manager and Senior Business Manager.

Assist Corporate Support Office as required.

KEY ACCOUNTABILITIES:

1. Perform reception role for UniCentre including but not limited to the meet and greet of visitors, incoming calls, mail, email, contacts list maintenance, parking allocation and maintain lunch room.

2. Provide admin support to the Assistant General Manager and Senior Business Manager as required and instructed.

3. General administrative duties such as; data entry, filing, word processing, communications and web updates.

4. Assist the Corporate Support Officer in delivery of corporate governance if required.

5. Maintain office stationery and equipment maintenance records, including cost allocation.

6. Coordination of Board room booking meetings, catering, welcoming visitors and room maintenance.

7. UniCentre tenants and lease maintenance and requirements coordination.

8. OHS and Environmental Committee support in admin tasks.

9. Maintain and refresh UniCentre website information as required.

10. Other duties as directed.

OCCUPATIONAL HEALTH AND SAFETY AND INJURY MANAGEMENT

1. Maintain a clean safe work environment while complying with all UniCentre safety policies and procedures.

2. Work within guidelines as detailed in the relevant safety “standard work method statements”.

3. Report all workplace accidents and hazards to your supervisor. Implement immediate action for identified hazards if able to do so.

4. Participate in Workplace consultative meetings as required and recommend improvements to relevant “standard work method statements”.

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SELECTION CRITERIA

1. Proficient clerical and IT skills, including computer literacy in the development and maintenance of documents and spreadsheets.

2. Excellent phone manner with strong interpersonal, written and oral communication skills.

3. Well developed organisation and prioritisation skills, with strong attention to detail.

4. Trustworthy and able to maintain confidentiality.

5. Ability to provide excellent customer service at all times.


7. Experience in Oracle Universal Records Manager (RMS) or other electronic filing systems.

8. Exposure to website input and maintenance.

9. Experience in online procurement systems for purchasing and invoice processing management.

10. Ability to work well in a team environment

Signed: ___________________________ Date: ______________________
Receptionist

Signed: ___________________________ Date: ______________________
Assistant General Manager