



JOB DESCRIPTION

Job Title: Secretary and Receptionist

Salary Band: CS3

Terms: Permanent, part-time – 20 hours per week

Reports to: HR Manager

ROLE PURPOSE

- To provide an efficient and friendly first point of contact for all visitors and to provide support to the other members of the CCDC, Finance, HR and administration teams.
 - Assist with the organisation of workshops, conferences and Trustees meetings under the instruction of the HR Manager.
 - Be an integrated member of The Office and undertake activities to ensure the efficient smooth running of the office/reception.
 - Provide support and administrative assistance to the HR Manager with respect to the facilities management and Health and Safety aspects of the role.
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MAIN DUTIES AND RESPONSIBILITIES

Reception Duties

- Answers incoming internal and external telephone and personal enquiries, filters calls accordingly and checks answerphone, takes messages and forwards by e-mail or voice-mail.
- Receives visitors.
- Answers enquiries to the general Secretary email address and forwards them as appropriate.
- Accepts deliveries and distributes as appropriate. Arranges couriers as requested and recommends best service for particular consignments.
- Receives incoming post and faxes, sorts and delivers to all individuals; collects and franks all outgoing mail for afternoon collection.
- Collects UMS post from the Department of Chemistry as required.

Hospitality

- In consultation with the appropriate managers, makes domestic arrangements for Student Day, CFC Meeting, Trustees Meetings and Research Partner Forum.
- Makes catering arrangements for meetings and visitors by ordering and serving lunches and preparing tea and coffee as requested. Requests assistance when required.



- Arranges exhibition shipments.
- Collects foreign currency as required for staff travelling abroad on business.

Secretarial services

- Controls stationery and first aid box stock levels.
- Maintains tuck shop and coffee machine stock levels.
- Acts as the Centre's Librarian in liaison with the Principal Scientific Software Engineer.
- Maintains noticeboard outside lunchroom.
- Arranges the printing of the CCDC business cards and ad hoc requests as required.
- Maintains filing system, archiving where appropriate.
- In liaison with the Social Committee arranges the Christmas Lunch.
- Administers University Cards and liaises with the Chemistry Department over access to library.
- Administers the CCDC door entry system and clock in cards.
- Monitors car parking and maintains rota of spaces.
- Maintains the building maintenance schedule, liaising with contractors to ensure the agreed visits happen.

This job description and person specification are only an outline of the tasks and responsibilities required for the role. The job holder will carry out any other duties as may be reasonably be required by their line manager.
