



RECEPTIONIST/ ADMINISTRATOR

JOB DESCRIPTION

Creating Better Life Experiences.
One Home at a Time.

BLOOR HOMES[®]

Job title	Receptionist/Administrator
Department	Business Support
Responsible to	Office Manager

POSITION SUMMARY

To deliver a friendly and efficient reception service and create a welcoming atmosphere to all visitors to the regional office.

KEY WORKING RELATIONSHIPS

Office Manager and all other regional office staff.

MAIN DUTIES

1. Meeting and greeting visitors to the regional office.
2. Answering, screening and forwarding phone calls as necessary. Taking and communicating messages efficiently, when required.
3. Maintaining general company and regional information, enabling knowledgeable responses to enquiries.
4. Managing meeting room bookings.
5. General office administration duties.
6. Sorting incoming and outgoing post.
7. Keeping the reception area clean and tidy at all times.
8. Attending meetings that may be necessary in the performance of your duties.
9. Complying with and upholding company policies and procedures.
10. Undertaking any additional tasks as may reasonably be required from time to time.

It is a requirement of Bloor Homes that all staff work in a flexible manner compatible with their job and in line with the objectives of the company. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the business.