

# General Office Assistant

## Key Tasks/ Responsibilities

- Archiving Conveyancing Files
- Reception, answering switchboard meeting and greeting clients
- Responsible for the organisation of the Stationary & Archive areas. Ensure stationary is in sufficient quantities to meet requirements. The stationary area must be well organised with stationary easily assessable. Ensure the School House is neat tidy and in good order
- Retrieve and return files – Record in log book movement of files in and out of storage keep meticulous record logging files in and out
- Ensure the Wills and Deeds are kept in good Alphabetical/Numerical order at all times
- Retrieve and return Wills and Deeds – keep log book up to date when taking out record who has the documents and when returned ensure they are recorded back into storage
- Photocopying/Scanning
- Filing
- Delivering the Banking each day
- Collecting post when requested
- Franking mail and stamping DX
- Deliver the post to the Post Office at the end of each day
- Deliver local Hand Deliveries
- Provide cover for the reception/switchboard for holidays and sickness
- Assist all Departments with dictation, copying & filing
- Attend to all requests as promptly and efficiently as possible

***This is not an exhaustive list but sets out the fundamental tasks and responsibilities of the role***

## Person Specification

- Enthusiastic approach and willingness to learn
- Friendly welcoming demeanour
- Professional telephone manner
- Ability to work unsupervised using own initiative
- Team work
- Organised
- Methodical
- Computer literate
- English Grammar & numeracy minimum of GCSE C or equivalent
- Good level of physical fitness
- Good Interpersonal skills