**Job Description**

**Reception/ General Admin**

**BASIC RESPONSIBILITY**

Responsible to provide and manage general office duties

**Relationships**

Reports to: Auckland Alarms Contracts/ Business Development Manager

Functional contact: Managers of divisions, office manager, support office staff, technical staff, clients and suppliers.

Hours: 8:30am to 5:00pm

**DETAILED RESPONSIBILITIES**

**Main Duties**

* Reception; to ensure that all telephone enquiries are answered promptly in a professional and courteous manner
* Mail; to open, date stamp and distribute all Mail to the appropriate person on a daily basis
* Word processing
* To maintain and manage office supplies for the Auckland area; including but not limited to stationery, rest room, stock photocopier supplies and kitchen supplies.
* Processing uniform orders as required.
* Keeping the rest rooms stocked
* Keeping the lunchroom/kitchen areas clean and tidy
* Keeping the photocopier stocked and maintained
* Ordering catering including BBQS as required
* Other duties as required from time to time
* Lock up at the end of the day
* Entering health and safety records i.e. incidents/near miss records accurately and in a timely manner

**Data Base**

* Maintain and manage all entries (liaise with other divisions)
* Associated reports and correspondence relating to the ongoing service of our clients and client data base

**Key Outcomes**

* Accurate and timely accounting, data base and management records and reports
* Clean and tidy reception, meeting roms and common areas
* Smooth communications at all levels
* Efficient distribution of all correspondence
* Accurate word processing
* Efficient easy to use filing and archiving system
* Smooth and seamless reception activities
* All office supplies maintained at sustainable levels

**MEASURE OF PERFORMANCE:**

1. Accuracy and timeliness of all typing / data entry and correspondence.
2. Efficiency of basic functions – mail, telephones, invoicing, compliance documents.
3. Maintenance of filing systems and supervision of stationery and printing supplies.
4. Attention to requirements involving other divisions.

In addition the following less tangible factors will be taken into account

1. Understanding and commitment to “The Argus Way”
2. Loyalty to the Group
3. The standard of the Group’s performance records
4. Personal development and currency of knowledge.
5. Degree of co-operation with Line and Functional Management of Head Office and Branches.