

## Job Description

**Job Title :** Receptionist/Administrative Assistant

**Location :** CHNI Offices, Belfast

**Salary:** NJC scale point 5, £12,312 p.a.

**Hours:** 35 hours per week

**Length of contract:** Temporary post to cover Maternity Leave

**Responsible to:** Deputy Director

### Main Tasks:

The post holder will be responsible for;

- Reception duties including answering the telephone, referring calls, taking messages, welcoming and recording visitors.
- Assisting staff with administrative tasks including typing, ordering of stationary and stamps and maintenance of databases.
- Opening and distribution of post and sending outgoing mail.
- Keeping reception/stationary area tidy and stocked with the necessary supplies.
- Assisting in preparation for meetings, providing refreshments and re-arranging facilities after events.
- Assisting in the development and production of information materials.
- Any other duties that may be required which are commensurate to the post as identified by the line manager and agreed by the Director.
- Participate in CHNI's agreed supervision and performance management scheme.
- Contribute to the development of and adhere to CHNI procedures as set out in the staff handbook.
- Contribute to the core values of CHNI.

## **Job Specification**

To help you assess whether you might be suitable for this post, and to assist in the selection panel, we have prepared the following specification which should be read in conjunction with the above job description.

### **Skills and knowledge**

#### **Essential**

- Good standard of education , including at least C Grades or equivalent in English and Mathematics
- At least 1 years experience of using Microsoft Office packages in an office environment
- Ability to work courteously with the public, both on the telephone and in person
- Ability to work in a small team on own initiative
- Ability to take minutes at meetings
- At least 1 years experience of organising and facilitating meetings
- Excellent verbal and written communication skills

#### **Desirable**

- Ability to assist with the development and production of information material
- Knowledge and understanding of homelessness issues