

JOB DESCRIPTION

JOB TITLE: Office Administrator

RESPONSIBLE TO: Proprietor

MAIN PURPOSE OF JOB:

The postholder will be responsible to the proprietor for the day to day general office duties, which will include word processing, filing, simple bookkeeping duties, photocopying, answering the telephone and sorting mail.

MAIN RESPONSIBILITIES:

1. To type letters, quotations, and other routine documents.
2. To process all telephone calls, ensuring that messages are appropriately recorded and transferred.
3. Carrying out reception duties, including dealing with visitors, enquiries and welcoming people to the premises.
4. To maintain the purchase and sales ledgers and complete quarterly VAT returns under supervision from the proprietor.
5. To maintain and update existing filing system and mailing lists.
6. Other duties as required.