

Job Description - Receptionist

Responsible to: Registered Manager/Line Manager

Purpose of post: To assist in the creation of the right atmosphere by ensuring all guests and visitors are given a friendly and professional welcome, whilst maintaining security of our Home.

Values: To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

Principal Responsibilities

- Greet all guests and visitors to the home, ensuring they are provided a friendly and professional welcome.
- Answering the telephone and directing enquiries and queries as required
- General filing, photocopying and organizations of systems where necessary
- Take and circulate minutes of meetings
- Deal with general correspondence and administrative matters as necessary
- Prepare resident, staff information packs and assist with room information packs being kept up to date.
- Attend discussions/meetings/trainings organized by the home and/or Head Office.
- Assist administrator and bookkeeper and with administrative tasks, specific to their roles.

In addition to the duties and responsibilities listed; the job holder is required to perform other duties assigned by the manager from time to time.

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Post Holders Signature _____ Date Signed _____

Line Managers Signature _____ Date Signed _____