

JOIN OUR TEAM

Position Title	Receptionist (part-time two days a week – Monday and Tuesday)		
Team	Business Services	Reports to	Administration Support Manager
Date	January 2020	Location	Auckland
Overview of Role	Providing a professional and welcoming first point of contact to all Anthony Harper clients and suppliers, either on arrival in the office or on the telephone. The role also requires a high standard of service and administrative support to both clients and staff, ensuring all interactions are a positive and engaging experience.		

Responsibilities

Provide a warm and friendly welcome to all clients, staff, suppliers and visitors, efficiently handling calls, taking accurate messages where necessary and managing all enquiries and interactions, being sensitive to client needs and monitoring waiting times. Provide refreshments for clients on arrival.

Open Reception at the start of the day and ensure it is secured before departure at the end of the day. Keep client waiting area and meeting rooms tidy and well presented.

Carry out all administration and office support functions as required, including:

- Open incoming mail and prepare outgoing mail in readiness for collection
- Manage the use of the meeting room facilities, making bookings as requested and monitoring their usage
- Arrange catering for client entertainment, seminars and firm lunches
- Organise freight and couriers, tracking and recording delivery of overnight couriers and following up any delays
- Charge courier fees in management system
- Carry out day to day administrative and project support, and general clerical tasks
- Assist with keeping kitchens and tea rooms clean and tidy. Monitor supplies to ensure adequate supply of stock, order groceries and unpack as required
- Monitor client parking validation and the allocation of firm car parks
- Set up Skype facilities for client and internal meetings as required
- Distribute and record allocation of staff security cards, reporting lost or broken cards for deactivation
- Monitor cleaning service quality and liaise with cleaning service as required
- Run general office errands

We are ideally looking for the following attributes:

1. **Office administration** and general clerical skills with intermediate level computer skills.
2. Previous **experience** in a **customer facing** role.
3. **Confident** and **personable**, well groomed, **warm** and **friendly** nature
4. Loads of **enthusiasm**, **common sense** and **initiative**
5. **Flexible** and **responsive** work style

If you would like to apply for this position, send your CV and cover letter to Fleur at hr@ah.co.nz

OUR VALUES

