

Job Description - Receptionist

- Responsible to:** Registered Manager/Line Manager
- Purpose of post:** To provide an administrative service for the Registered Manager & team.
- Values:** To promote and adhere to the Greensleeves Care -Workplace values of respect, openness and responsibility.

Principal Responsibilities

- Collation of all information required for Staff personal records
- General filing, photocopying and organizations of systems.
- 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.
- Prepare notices of events and newsletter.
- Deal with telephone queries as necessary
- Attend discussions/meetings/trainings organized by the home and/or Head Office.
- Assist bookkeeper and training co-coordinator 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 _____