



## JOB DESCRIPTION

<b>JOB TITLE:</b> Reception Administrator	<b>DEPARTMENT:</b> Reception
<b>REPORTS TO:</b> Pauline Monksfield	<b>LOCATION:</b> FBO
<b>JOB PURPOSE:</b> To ensure the Reception is manned and maintained to an acceptable standard and provide administrative support to the Management team.	
<b>MAIN RESPONSIBILITIES AND DUTIES:</b> <ul style="list-style-type: none"><li>• Ensure that any defects are recorded, reported and rectification is arranged</li><li>• Liaison with IT and Security to ensure the integrity and security of our facilities</li><li>• Support ITJC Management team with administrative assistance as required</li><li>• Make travel bookings for Maintenance staff required to travel overseas</li><li>• Oversee and liaise on ordering of supplies and stationery</li><li>• Ensure both reception and the customer suite (in absence of the Custom Support and Line Administrator) within maintenance are kept to a high cleanliness and stocked at all times</li><li>• Control bookings for Conference facilities and meeting rooms, ensuring that they are catered, staffed and prepared in accordance with booking requirements, and cleaned afterwards</li><li>• Ensure post is taken to H6 each afternoon and incoming post is distributed</li><li>• Provide PO's when required</li><li>• Provide assistance to the CSR's as required</li><li>• Provide assistance in lounge with large flights as required</li><li>• Enter of Passenger/Crew details into FBO1 and chase missing details. Assist with completing flight documentation.</li><li>• Ensure visitors are met and are provided with any assistance required</li><li>• Any other duties as required and within your capabilities</li></ul>	
<b>SKILLS AND EXPERIENCE</b> <ul style="list-style-type: none"><li>• Previous Reception/Front of House experience</li><li>• The ability to work on your own initiative</li><li>• A can do attitude</li><li>• Previous administrative experience</li><li>• Previous experience of Microsoft Office including Excel</li><li>• A requirement for a flexible approach towards working hours to suit the ad-hoc nature of the business</li></ul>	