



## JOB DESCRIPTION

Job Title:	<b>Receptionist</b>	Location:	<b>Watford, England</b>
Organisation:	<b>British Union Conference of Seventh-day Adventists</b>	JD Last updated:	<b>17/05/2023</b>
Department:	<b>Secretariat</b>	Time:	<b>- Full-time (36.75hr p/w)</b> - Will consider part-time
Responsible to:	<b>Executive Secretary</b>	Annual Salary:	<b>£19,830 - £26,028 (full-time)</b> Regional Weighting included

### JOB SUMMARY

The Receptionist will provide welcoming, tactful, and professional first contact for the British Union Conference (BUC) headquarters in Watford, England. This person will be required to offer a cheerful, helpful, and friendly first service to customers and BUC employees. The role requires this person to undertake designated customer service and administrative tasks using initiative and sound judgment. A high level of listening, communication and customer care skills including a professional demeanour are essential. From time to time, due to changes office support requirements, the specifics of the role may be changed.

### KEY RESPONSIBILITIES

- The referral of telephone calls and emails to the appropriate department, taking and conveying messages when departmental staff are absent.
- Support the Office Manager, in maintaining general office supplies/distribution.
- Provide light secretarial/data entry support when needed.
- Welcome and register all visitors to the BUC office.
- Prepare mail for collection. This includes maintaining mailing supplies and communicating with Postal Services.
- Communicate with emergency services in the event of emergencies.
- Support the Office Manager in liaising with different service providers, for example security and maintenance contractors.
- Provide light secretarial support to the Retirees Pastoral Coordinator. For example, stuffing envelopes and/or mailing/photocopying.
- Provide light secretarial support to the Seventh-day Adventist Retirement Plan Trustees: For example, stuffing envelopes and/or mailing/photocopying.
- Coordinate the monthly worship and prayer schedule. This includes finding speakers and participating in the morning worships.
- Provide general secretarial support when needed.
- In addition to these key responsibilities, you may be required to carry out such other duties as may reasonably be required. For example, helping support staff in other departments with events and functions.