

Job Description

D5 Architects LLP

Date: 3rd January 2018

Ref: 2018 Reception Administrator

RECEPTION ADMINISTRATOR

The following job description is to be read in conjunction with employment contracts and D5 Architects employees handbook. Any discrepancy between these documents is to be reported to a partner for rectification

1.00 General Description

The position encompasses the day to day matters required for the smooth running of the practice. They include but are not limited to:

- Typing, filing and phone answering, taking of accurate messages where necessary
- Meet and greet any visitors, pro-actively managing meeting room diaries
- Supplies and stock management
- D5 practice Annual Leave monitoring and recording
- Employment applications recording, distribution and correspondence
- Event, travel and accommodation organisation
- Post (Incoming and outgoing) management

The position is the primary focus to ensure the day to day office functions run smoothly to ensure the project teams have the resources and facilities to deliver project needs.

The Reception Administrator will report directly to the Office Manager.

2.00 Qualifications

Alternative partner/ Office manager assessment of merit.

3.00 Mentoring

Assigned at commencement of employment to Office manager

4.00 Detail Description:

4.01 Typing

Undertake typing duties as office demand requires to achieve project based work. The Administrator will be required to review and prioritise work for themselves to ensure the execution of all duties in an accurate and timely manner.

4.02 Phone Answering

The Administrator will be required to act as the full-time receptionist. Timely and professional answering of all incoming calls is essential, and accurate, legible message taking is essential. Call screening is necessary to ensure technicians/practitioners can fulfil their project roles involves liaison with all members of the practice.

4.03 Front of House Duties

The Administrator will act as front of house lead, pro-actively managing office diaries to ensure all meetings booked are catered for and all necessary equipment, refreshments and resources are available.

4.04 Time Management

The Administrator when directed will receive and collate timesheet information from practice staff for formatting into project by month resource records.

These are to be used for time charge invoices and by the Partners to review resource/ cost profiles by project. As the practice expands this is to be a delegated responsibility as directed by office manager.

4.05 Annual Leave

The Administrator will issue annual leave request forms and record completed and authorised annual leave forms, entering onto master annual leave spreadsheets and office diary systems. Any issues/inconsistencies to be reported immediately to office manager.

4.06 Suppliers/ Supplies

The Administrator will place or authorise the placement of orders for practice supplies. All orders are then to be included in the cashflow projection.

The Administrator will review the market periodically to ensure best value is being achieved.

The Administrator will audit stocks of supplies and order accordingly to ensure a suitable but not extravagant stock of all supplies is maintained, ensuring office manager is kept fully informed at all times

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4.07 Assist CPD Co-ordinator

The Administrator will manage CPD sessions in conjunction with designated CPD Co-ordinator within the practice, ensuring diary entries are up to date and practice staff informed. Additionally, CPD lunches arranged and invoiced to relevant CPD providers and entered onto D5 Invoice Issued spreadsheet.

4.08 Filing

The Administrator will ensure all project filing is completed in a timely and accurate fashion.

4.09 Archive

The Administrator will organise and manage the archive in conjunction with IT Partner. This is to include the responsible and confidential disposal of materials when timed out as identified by the Partners.

4.10 Travel and Accommodation

The Administrator when requested will undertake the provision of travel or accommodation arrangements as required for staff undertaking projects.

The Administrator is to ensure the reasonable balance between cost and convenience and to ensure the inclusion of all costs in the cashflow so that the Partners can include these costs in project reviews.

4.11 Event Organisation

The Administrator will be assist in the organization of office events under the supervision of the office manager to include office parties, promotional events and all round drinking.

4.12 Printer Management

Monitor on a daily basis printers stock levels of ink and paper, reporting any issues as necessary.

4.13 Publications

Manage incoming materials making available to all as appropriate.

5.00 Role Within Practice

The Administrator will be a key member of staff within the practice ensuring the smooth day to day running of office administration matters. As such they will acquire and develop a strong understand of office practices and structure to ensure project goals are met.

The Administrator will report directly to the office manager.

The role of Administrator is fundamental to the smooth running of the office and will require good all round people, organisational and prioritisation skills to ensure day to day issues are met directly and dealt with openly and to the best satisfaction of all.

The Administrator will work closely with the Office Manager and Partners to ensure strategic objectives are achieved through the practice.

Assist all employees as requested to ensure project execution across all aspects of the practice.

6.00 Training

Courses, training, etc. will be supported by the practice where the individual can demonstrate their relevance to the practice. It is anticipated these will include wider training in the administrative aspects of practice.

All supported training will be regarded as study leave and will not be deducted from annual leave provision.

7.00 Career Progression

Development of role and experience into a wider business role.