

# Job Profile Receptionist

( RECPGAMJULY2010)



TODAY, WE BROUGHT INVALUABLE

SUPPORT TO THE TEAM

WHAT WILL YOU DO TOMORROW?

<b>Job Title</b>	Receptionist
<b>Reporting to</b>	Soft Services Manager
<b>No. Reports</b>	None
<b>Business/ Division</b>	GRAHAM Asset Management
<b>Location</b>	N Ireland
<b>Contract Type</b>	Part-time permanent (20 hrs per week)
<b>Salary</b>	Negotiable
<b>Additional Benefits</b>	Pension Life Insurance

## Job Summary

GRAHAM FM is one of the leading providers of property related Asset Management. It provides a full range of property management services to both public and private sectors. Due to the success and expansion of the business, we are looking for an enthusiastic, innovative, dynamic individual who will contribute to the team meeting challenging business targets.

The Receptionist will be responsible for delivering front of house duties to a high standard, meeting the high expectations of our Client

## Job Description

The Receptionist shall:

- Provide a professional and courteous welcome to visitors
- Contact meeting hosts
- Manage the visitors book and issue security passes
- Answer any phone enquiries
- Book in Tender Documents as required
- Keep the reception area clean and tidy at all times
- Provide assistance when necessary to other areas of the contract to include admin duties

*The job description is intended to give the post holder an appreciation of the role envisaged for the Receptionist and the range of duties to be undertaken.*

*It does not attempt to detail every activity. Specific tasks and objectives will be agreed with the post holder at regular intervals.*

# Person Specification

## Technical Competencies

### Essential

Strong IT skills to include Microsoft suite  
Excellent communication skills  
Be able to work on their own in a busy pressurised environment  
Administrative experience  
Excellent telephone manner, with strong communication and interpersonal skills  
Front of house experience

### Desirable

Experience in a similar role

## Behavioural Competencies

**Integrity:** We behave with integrity and in an ethical manner in everything we do and say, thereby earning and maintaining the trust and respect of customers, shareholders, colleagues, suppliers and partners.

**Written & Verbal Communication:** We structure our ideas and information to individuals and in writing in a way that brings about clear understanding.

**Flexibility:** We adopt our style and approach in order to achieve specific objectives. We remain effective in changing environments and with people of varying perspectives, needs and demands.

**Customer / Client Focus:** We keep the customer (internal & external) as the focal point of our activities.

*Please apply by either contacting Dorothy Lynas, HR Dept, on 028 9046 1821, by email to [dorothy.lynas@graham.co.uk](mailto:dorothy.lynas@graham.co.uk) or by downloading an application form below.*

**[CLICK HERE TO DOWNLOAD APPLICATION FORM](#)**

**Quote Reference No: RECPGAMJULY2010**

**Closing Date: Friday 06<sup>th</sup> August 2010 at 4pm**