

Job Description – Receptionist/Accounts Receivable – Job Share

POSITION TITLE	Receptionist/Accounts Receivable – Job Share	
DEPARTMENT	Bilbul Administration	
REPORTS TO	Accounts Receivable Team Leader	
ROLES REPORTING DIRECT	N/A	
KEY RELATIONSHIPS	Other Receptionist/Accounts Payable – job share	
PRIMARY OBJECTIVES		
<ul style="list-style-type: none"> To greet clients and answer all telephone calls in a professional and friendly manner and to ensure all reception duties are completed daily. Liaise with other Receptionist/Customer Service Officer to ensure all reception duties are completed daily. Complete duties as assigned in the Accounts Payable and Accounts Receivable Departments 		
MAJOR RESPONSIBILITIES		
KEY RESULT AREAS	SPECIFIC ACTIVITIES	MEASURES
General Reception Duties	<ul style="list-style-type: none"> Greet and induct visitors/contractors on arrival, offer refreshments as required Ensure all visitors/contractors sign in/out and provide PPE (Vest and Safety glasses) as required, & medical screening questionnaires are completed Answer & Transfer all incoming calls with details, take messages as required Review calender bookings for meetings and ensure boardroom is clean and tidy Update absent/off site staff register daily Maintain and update phone register Maintain and update contractor contact information and insurance spreadsheet 	<p>Visitors/contractors greeted in a timely manner and inducted correctly</p> <p>Phone answered within 3 rings and messages passed on in a timely manner</p> <p>Boardroom tidied pre and post meetings</p> <p>Finance, AP & AR updated on staff on/off site</p> <p>Contractors register maintained</p>
Correspondence	<ul style="list-style-type: none"> Collect Mail from Cellar Door and sort accordingly Open and sort mail for AR & AP – date stamp all statements, invoices, other correspondence, stamp cheques 	<p>Mail collected By 10.45am and sorted into pigeon holes</p> <p>All invoices, statements & letters date stamped. Cheques Stamped</p>

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	<ul style="list-style-type: none"> Distribute Admin mail and papers by 11.00am Collate and prepare all outgoing mail, complete mail account form and deliver to Cellar Door for collection by Australia Post Action or forward incoming emails to appropriate person Provide general support i.e type letters, documents and correspondence 	Before 2.30pm
Facsimile	<ul style="list-style-type: none"> Distribute Faxes Monitor Fax for Toner & Paper 	Monitor daily
Maintain Office Equipment	<ul style="list-style-type: none"> Stock Photocopier with Paper Place Service Calls for Office Machines Order Toner for Photocopiers and Printers Complete monthly photocopier reads 	Office equipment and stocks maintained
Stationery Control	<ul style="list-style-type: none"> Maintain Stationery Cupboard/room tidy and restock as required Place special orders 	Room/Cupboard in tidy and agreed stock levels maintained Order Placed and items distributed to appropriate staff member
Accounts Receivable	<ul style="list-style-type: none"> Reconcile and process Cellar Door takings Process cheques received Process Export manufacturing memos Prepare and process branch cheque rebate refunds Print and code remittances 	Banking prepared by 12pm All tasks processed in a timely manner
WHS	<ul style="list-style-type: none"> Comply with all WHS policies and procedures Wear Person Protective Equipment as specified Report all accident, near misses and unsafe work practices/hazards to your supervisor Work in a manner which is conducive to WHS 	Compliance with company policies and procedures Incidents reported in accordance with company procedure
Job Sharing Arrangements	<ul style="list-style-type: none"> Receptionist/Accounts Receivable Officer bi-weekly rotation. 	Relieving the receptionist for breaks when on AR week.

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	<ul style="list-style-type: none"> • Hours of work; <ul style="list-style-type: none"> ○ Reception week 8:30-5pm, lunch 12-1pm ○ AR week 8am-4:30pm, lunch 1-2pm 	
	<ul style="list-style-type: none"> • Receptionist/AR-AP Officers to cover each other for absences & holidays • Receptionist/AR-AP Officers on Reception week are to fill printers and photocopiers and make sure boardroom clean & tidy each afternoon and clean desk on Friday afternoon 	

SELECTION CRITERIA

<p>Essential Criteria</p> <ul style="list-style-type: none"> • Professional & pleasant telephone manner • Well presented • Confident communication skills • Knowledge of Spreadsheet and Word Processing • Proactive and able to use initiative • Ability to work unsupervised 	<p>Desirable Criteria</p> <ul style="list-style-type: none"> • Experience in Reception area
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Employee Name: _____

Employee Signature: _____

Manager/supervisor Name: _____

Manager/supervisor Signature: _____