



THURLOW NUNN STANDEN

Job Description

Job title: Temporary Part-time Receptionist/Administrator to cover Maternity Leave
Reports to: Parts Manager
Job location: Sculthorpe branch

Job purpose

To answer all incoming branch telephone calls, welcome visitors and provide general administration support to the branch.

Key Accountabilities

General: Answering the telephone, typing, data inputting, filing, photocopying
Job specific: Answering telephone calls to branch, transferring calls as appropriate and recording messages
Receiving visitors to branch and maintaining visitor records
Managing distribution of internal mail and external post
Parts department data input and admin; branch admin as required e.g. clearing purchase invoices, booking in parts onto Company's IT systems
Producing quotations, letters and internal communications
Balancing petty cash and cash sales, card transaction reconciliations
Maintaining branch stationery stocks
Employee overtime reconciliation
Maintaining branch fuel records
Applications: Utilisation of IBCOS database, AGCOnet LMS, Microsoft Office and employee self-service system
Communication: Liaison and communication with TNS personnel, customers and suppliers

Job Dimensions

Staff: No direct reports, but working within a team.
Planning: Planning and organization of own workload
Degree of Supervision: Supervised by Parts Manager
Confidential Information: Customer Base, Prices, Discounts, Profit Margins and similar commercial information
Contacts: Staff at all levels, customers, suppliers
Working Conditions: Modern office facilities with adjacent parking
Equipment and Tools: IT based applications, including Microsoft Office

At times the post-holder will be expected to perform duties outside of this job description in order to ensure the maintenance of a high level service to our customers