

JOB DESCRIPTION

Job Title	Receptionist (20 hours -term time days, 12 hours - summer period)	Current Grade	
Responsible to	Financial and Business Support Manager		
Responsible for	N/A		
Job Purpose	<ul style="list-style-type: none"> To provide front of house reception services and administrative support for AUSA 		
Principal Duties and Responsibilities	<ul style="list-style-type: none"> Act as the first point of contact at AUSA Reception, dealing with students, staff and visitors either directly, by telephone or e-mail correspondence To respond to enquiries from students and other stakeholders in a friendly, effective and efficient manner Signpost enquiries to relevant AUSA or University personal Comply with reception management procedures and full reception duties Responsible for key (Building and Rooms) management and allocation Follow financial procedures Receive and distribute mail Process membership payments To assist with the organisation, logistics and coordination of AUSA events and activities Assist with room and space bookings 		
General Duties and Responsibilities	<ul style="list-style-type: none"> Ensure reception are is kept clean and in order Support the democratic structures of AUSA To promote, support and help deliver AUSA's strategic and operational priorities Carry out various administrative duties To carry out other level-appropriate tasks as may be required by AUSA To take due care of yourself and others in respect of Health & Safety To attend training courses that may be identified as necessary by your Line Manager. 		
Key Relationships	The receptionist will work very closely with staff and student officers at AUSA. They will develop a strong relationship with the AUSA Financial and Business Manager.		

	<p>The receptionist will work on a day-to-day basis with AUSA Student Officers, AUSA staff and University of Aberdeen institutional staff providing a permanent point of contact.</p>
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