

POSITION DESCRIPTION

Position	Receptionist / Administrator
Report to	Accounts Payable Senior Administrator
Direct Reports	Nil
Business Unit	Shared Services
Location	Milton Head Office – Revolution Hills

POSITION SCOPE AND PURPOSE

To provide a professional and efficient reception service at the company's Head Office, and to undertake and maintain support functions and provide administration services for Accounts Payable.

- To be the first point of contact and provide the best possible first impression for customers, suppliers, the general public and staff
- Provide main phone services for the company in a polite and courteous manner, including managing and responding to Accounts Payable phone enquiries.
- Systematically manage all incoming Accounts Payable emails and respond to all queries
- Organise and maintain mail, courier services and stationery requirements
- Process all invoices and claims into our finance software
- Reconcile creditor statements
- Carry out Finance, Accounts Payable and Accounts Receivable administration tasks as designated

KEY RESPONSIBILITIES

Health, Safety & Environmental requirements are addressed in all operations and project planning.

KEY RESULTS

- All work is carried out in a safe manner and in accordance with company HSE policies.
- Throughout the workday HSE practice is observed and action taken if practices are unsafe.
- Effectively contributes to the implementation of HSE policies and procedures.
- Complies with HSE policies, procedures and guidelines.

- Reports all H&S and Environmental risks and incidents.
- Completes HSE Risk Identification and Assessments.
- Participates and engage with the organisation's Management System.
- Collaborates and implement Improvement suggestions in your area of responsibility.
- Participates in emergency response training and practice drills.
- Participates in HSE Meeting where required.
- Participates in Staff Meetings if requested.
- Uses authority to stop any unsafe act.

Provide administrative support

- All general administrative and Accounts Payable tasks are performed accurately and within timelines required
- All incoming emails, invoices, statements and subcontractor claims for Accounts Payable are dealt with in a timely manner
- All creditor statement reconciliations are completed
- All AX data is entered including entering and validating all invoices, claims and statements via the invoice scanning system within the required timeframe
- All new vendors are set up and debtor and creditor reports are run weekly/monthly
- Assistance is provided to the Accounts Payable team when required

Answer incoming phone calls and deal with queries promptly and efficiently, record accurate messages and forward as appropriate.

- All calls are answered in a professional and polite manner, enquiries are dealt with efficiently, and messages are recorded accurately and forwarded to the correct staff in a timely fashion

Greet all visitors to the office and ensure that they are signed into the visitor log.

- All office visitors receive professional and courteous greetings and service

Manage the use of the meeting rooms ensuring meeting rooms are tidy and prepared for the next meeting. As requested, provide food, coffee, tea services plus water, glasses to meeting room occupants as required. Remove and clean up when finished and load dishes into dish washer.

- Meeting rooms are clean, tidy and available for use by clients & staff
- The reception area is always kept clean and clear

Deal with mail, couriers and general correspondence. Distribute incoming courier parcels daily and on a regular basis throughout the day. Open and distribute (to internal mailboxes) incoming mail and gather and send outgoing mail.

- All correspondence is distributed to the correct recipient in a timely fashion.
- All outgoing mail and courier parcels are processed by the respective daily cut-off times

Assist as required with maintaining stationery levels and collate the monthly stationery order

- Stationery levels are maintained at a cost-effective level and office equipment is kept functional.

Word processing as requested

- All word processing and clerical tasks are completed within the required timeframes, to the required standard and according to corporate guidelines

Maintain correct levels of consumables in equipment such as staplers and ensure all printers and copiers are stocked with paper

- Office supplies are maintained and always in stock and photocopiers stocked with paper

Undertake any other duties as may be reasonably requested by Calder Stewart management from time to time.

KEY RELATIONSHIPS

Internal

- Accounts Payable Senior Administrator
- All Calder Stewart staff

External

- Clients
- Suppliers
- General Public

PERSON SPECIFICATIONS

Essential

- Speaks clearly; listens and is confident to ask for clarification when in doubt
- Committed to providing excellent customer service
- Attention to detail
- Experience with accounts payable/receivable processing
- Professional attitude at all times
- Is punctual and manages tasks in a timely manner
- Excellent organisational and time-management skills
- High standard of personal presentation
- Always maintains company confidentiality
- Experience with general administrative duties
- Excellent word processing skills including computer skills: high level of computer literacy required, especially Microsoft Office
- Can multitask and prioritise work effectively with little to no supervision

Our purpose and vision

Driven by a common purpose

Our purpose

To Build a Strong Future – for our people, our customers and the communities we live and work in.



Our vision

To be New Zealand's property and build partner of choice.

Our values

Built on collaboration

We have generations of proven experience on our team and we're driven by a common set of values in 'Find a Way', 'Play Fair', 'Be Loyal' and 'Own It'.

FIND A WAY.

We are open minded and continually work together to solve day to day challenges, identifying new opportunities for the future.

PLAY FAIR.

We are committed to respecting and supporting each other, being upfront and honest in the way we work and communicate.

BE LOYAL.

We are building on the legacy, keeping our word, creating trust and support for our teams and our customers.

OWN IT.

We take ownership of our wellbeing, our work and the work of our team.