


BMS JOB DESCRIPTION

Job Title	Receptionist Plus – New York
Hours of Work	37.5 hours a week, 8.30 a.m.– 5.30 p.m.
Office Location	New York, New York
Main Responsibilities & Accountabilities:	<p><u>Receptionist</u></p> <ul style="list-style-type: none"> • Data Librarian; maintain office contact management system. • High level of confidence and accuracy in Outlook, Word, Excel, PowerPoint. • Travel administration for various individuals as assigned. • Expense report administration for various individuals as assigned. • Maintain inventory spreadsheet on premium items inventory and work with Minneapolis Office Manager in maintaining supply of premium items for New York Office. • Assist and back up administrative staff during peaks and when out of office. • Assist Executive Assistant during peaks. • Make sure paper supply at all copiers and open printers is well stocked. • Responsible for providing new employee supply kit. • Willingness to incorporate new ideas that may help others. • Super User of new systems as required. • Meet and greet visitors in a professional and efficient manner • Receive and direct incoming US and International calls in a clear and professional manner • Keep reception area clean and clutter free • Facilitate conference calls when required including WebEx meetings • Responsible for all mail including outgoing and distribution of incoming, couriers, Fed-Ex, UPS • Management of parking and accommodation reservations and taxi/restaurant reservations where necessary • Responsible for ordering and stocking food, coffee, other beverages • Provide presentation preparation and assistance where necessary • Other duties as requested
Reports to:	Executive Assistant - Office Manager

PERSON SPECIFICATION

Education & Training	<ul style="list-style-type: none"> • High School diploma or equivalent • Some college a plus
Experience	<ul style="list-style-type: none"> • Previous experience within a receptionist and administrative role within a professional office environment • Advanced experience in all areas of Microsoft Office
Special Skills	<ul style="list-style-type: none"> • Strong communication skills, the ability to communicate effectively (written & verbal at all levels) • Excellent customer service skills • Strong attention to detail and the ability to multi task • Strong organizational abilities • Ability to effectively contribute and collaborate with your team and interact with others • Proactive approach, ability to use own initiative to work out any problems which may arise
Behavioral Skills	<ul style="list-style-type: none"> • Ability to manage time, prioritise and work with deadlines • Ability to remain calm under pressure • Confident and flexible • Use commonsense and demonstrate a "can do" and "will do" approach to work • Professional attitude to work • Punctual and conscientious • Shows enthusiasm
Demonstrate our values	<p>We are Passionate about our Clients We act with Professionalism and Pride We believe in Communication & Teamwork We exhibit Enthusiasm & Energy We believe in Maximising Potential</p>