

Job Description

Receptionist and Group PA Reporting to CEO and EA

BICOM is a unique, dynamic media and research company working within the political arena for pro-Israel advocacy with an office in Israel. This is a fantastic opportunity for someone who wants to develop themselves to a more senior role.

Overview of the Role:

The principal focus of the role is to be responsible for the professional and efficient management of telephone calls, messages, visitors, deliveries as well as administrative duties that support the BICOM team as a whole.

Essential Duties:

- 1) To promptly, professionally and courteously receive all telephone calls accurately directing and/ or recording messages as appropriate. To be adept at using all features of the telephone system and voice mail, ensuring that appropriate and up to date answering machine messages are maintained.
- 2) To be responsible for ensuring that all messages are directed appropriately. To promptly, professionally and courteously receive all visitors using secure entry telephone system. To ensure that BICOM Front Door is secure at all times. At all times to be aware of security issues specifically related to BICOM.
- 3) Open, stamp, log and distribute mail as appropriate. Prepare and process outgoing mail to include weighing, coding, sorting, franking, properly addressing and preparing certified mail and deliver at an appropriate time to post office. To maintain knowledge of current postal regulations. Ensure postage system is operational and to notify EA/ PA regarding postage needs and software updates.
- 4) To work under the direction of the Heads of Department's to provide administrative support regarding Visitors to BICOM ensuring the smooth running of their trips.
- 5) To book and record couriers as required. To be point of contact for all deliveries, recording and distributing as required.
- 6) To print, collate and post BICOM Analysis on a weekly basis.
- 7) To book and liaise with restaurants/ venues as required.
- 8) To accurately update Contact Database as required.

- 9) To ensure that all newspapers are presented appropriately and old issues are filed as required.
- 10) Book all taxis for CEO and BICOM staff in a timely fashion.
- 11) Ensure that kitchen/ stationery cupboards are kept appropriately stocked and kept well ordered, clean and tidy and to re-order as necessary; liaising with EA and PA as required.
- 12) To purchase refreshments before certain meetings and lay up Board Room as required under direction of EA and PA.
- 13) Perform routine office tasks necessary for the operation and presentation of a professional office as observed by EA and PA.
- 14) To provide cover for PA in her absence.
- 15) To maintain a thorough working knowledge of and adhere to organisation policies regulations and procedures.
- 16) At all times to maintain confidentiality of organisation.
- 17) To report to work regularly and on time.

Person Specification

Essential

- Proficiency in Microsoft Outlook, Excel, Access, PowerPoint and Word.
- Experience using telephone systems.
- Ability to work under pressure with tight deadlines and last minute changes.
- Ability to apply common sense to carry out detailed but uninvolved written and oral instructions.
- Educated to A' Level and/ or Further Education Qualification.
- At least 1 – 2 years working in a similar capacity.
- Ability to work as a team member.

Desirable

- A proven track record of multi-tasking with the ability to manage competing demands i.e. uses time effectively.
- A degree
- Knowledge of UK and Middle East politics and/ or Jewish community an asset.

Hours 8.30am to 5.30pm (1 hour lunch)
 Salary Dependent upon experience