JOB DESCRIPTION

APPLEBY

RECEPTIONIST & ADMINISTRATIVE ASSISTANT

JOB IDENTIFICATION

Job Title:	Receptionist & Administrative Assistant
Reports To:	Senior HR & Admin Officer
Department:	Administration
Persons to be supervised:	N/A
Location:	Hong Kong

THE ROLE

Principal Duties and Responsibilities:

Reception

- Answer the doorbell and greet all guests courteously and advise relevant staff of their presence
- Manage conference room booking, setup and ensure drinks/refreshment is available and replenished
- Greet clients and inform Office Assistant to serve drinks if required
- Ensure conference rooms are set up and tidy with sufficient stationary and notepad before the next meeting
- Brochures (and other pertinent papers and magazines) to be kept on display in an orderly fashion and in sufficient numbers
- Handle incoming calls (this includes operation of the voicemail system)
- Monitor and handle incoming fax and general email box and forward the messages to the relevant parties
- Work with Office Assistant to handle incoming/ outgoing mails
- Arrange local and overseas courier
- Maintaining a log of courier packages, arranging payment and internal billing

JOB DESCRIPTION

Office Administration

- Work with Office Assistant in arranging hand deliveries
- Liaise with ISS (cleaning contractor) on carpet shampoo and pest control service
- Liaise with vendors on fire service examination, cleaning of water tank on a regular basis
- Notifying all staff of scheduled office maintenance
- Liaise with vendor to order ribbon and toner for printers
- Liaise with vendors to order office supplies (e.g. stationary, printing paper, letterhead paper, pantry supplies)
- Prepare payment requisition form or online submission for admin related payments to Finance
- Assist in staff engagement events
- Assist in the coordination of in-house and external parties (birthday, Christmas and Chinese New Year), partners' meetings and lunches, lunch & learns, drinks sessions, seminars, BD events etc. This involves preparing refreshments, drinks and snacks
- Maintain medical drop box and ensure staff sign the log book upon submission. Submit claims to AIA within designated timeline. The admin team is **NOT** responsible for maintaining staff's medical claims as these are personal and confidential documents
- Manage circulars from building management and circulate to all staff if necessary
- Liaise with building management for all maintenance & service calls. Including but not limited to lighting, air-conditioning and bathrooms
- Maintain and update phone extension list and replace outdated list in meeting rooms
- Cover some of Office Assistant's duties when required/ during her absence
- Ad hoc duties as requested