

Job Description Form		
Department: Administrative Department		
Location: 8 Newbury Street, Andover, Hampshire SP10 1DW		
Job title: Office Junior		
Reports to: Receptionist		
Type of position:	<input type="checkbox"/> Fixed Term Maternity Cover (Likely period 9 months)	Hours: 35 per week
General Description: <ul style="list-style-type: none">a. Photocopying.b. To bank all monies received into the Firm's Andover office on a daily basis.c. To collect the Document Exchange (DX) from Talbot Walker and post from the Post Office.d. To sort and frank post daily and deliver the DX and post to the appropriate places.e. Report binding.f. To deliver hand post in town and collect post when required.g. To supply cover for reception for lunch breaks and at other times.h. To ensure beverages are made available for meetings and clients.i. To cover the hours worked by reception team in their absence.j. Carry out other reasonable duties as required from time to time.k. To purchase various sundry items for the office as may be required.l. To telephone various agents for information as required.m. To file and store documents, ensuring index cards are updated.		
Date posted: 9th March 2011		