

Job Description Form		
Department: Administrative Department		
Location: 45 Castle Street, Salisbury, Wiltshire SP1 3SS		
Job title: Office Junior		
Reports to: Senior Receptionist		
Type of position:	Part-time	Hours: 20 per week
General Description: <ul style="list-style-type: none">a. Photocopying.b. To bank all monies received into the Firm's Salisbury office.c. To sort and frank post daily and deliver to the Post Office.d. To sort DX ready for collection.e. Report binding.f. Retrieving internal archived files.g. To deliver hand post in town and collect post when required.h. To supply cover for reception for lunch breaks and at other times.i. To ensure beverages are made available for meetings and clients.j. To cover the hours worked by reception team in their absence.k. Carry out other reasonable duties as required from time to time.		
Date posted: 23rd March 2011		