



# NORBAR TORQUE TOOLS LTD

## JOB DESCRIPTION

JOB TITLE: SECRETARY/RECEPTIONIST

RESPONSIBLE TO: HUMAN RESOURCES MANAGER

### OVERALL PURPOSE OF THE JOB:

To provide a confidential secretarial and communication service to Norbar to the required standards.

### KEY TASKS:

1. To provide a confidential secretarial/administrative service to Norbar including correspondence, agendas and minutes of meetings, manuals, reports, graphs etc.
2. To organise meetings and travel arrangements for visitors to the company and staff.
3. To be responsible for and operate the company switchboard, updating numbers, using tannoy and answer machine system where necessary.
4. To receive and greet all company visitors, operate the visitor security system and welcome screen and issue Personal Protective equipment where necessary.
5. To carry out administration tasks including sorting and collection of post, corporate clothing, filing, faxing, photocopying and updating committee/fire lists. To be responsible for the fax and franking machines.
6. When required, to support the HR function in the organisation of internal and external training/education.
7. Any other duties and projects as required by Human Resources Manager.