


**COMMONWEALTH
WAR GRAVES**


JOB DESCRIPTION

SUMMARY INFORMATION

Job Title:	Office Administrator/Receptionist, Part Time
Department:	Finance and Administration
Contract Type:	8-month Fixed Term Contract
Job Purpose:	To provide an excellent Office Administration service to the Area Office. To cover the Reception and be the first point of contact for all visitors, staff members and general telephone enquiries.
Job Band:	B
Reports to:	Finance Officer
Direct Reports:	n/a
Other Key Contacts:	<ul style="list-style-type: none"> • All departments within the Area Office • Colleagues within the MA • Visitors, including staff visiting from other CWGC offices • Outside contractors, catering, translation companies
Financial Responsibilities:	n/a
Location:	Area Office - Cyprus
Working hours:	30 hours Monday to Friday 8.45 am to 2.45 pm
Travel:	n/a
Full Driving Licence:	Required
Right to work:	Must have the right to work and live in Cyprus

COMMISSION BACKGROUND

The Commonwealth War Graves Commission (CWGC) honours the 1.7 million men and women of the Commonwealth forces who died in the First and Second World Wars, ensuring they will never be forgotten.

Our work commemorates the war dead, from building and maintaining our cemeteries and memorials at 23,000 locations in more than 150 countries and territories to preserving our extensive records and archives. Our values and aims, laid out in 1917, are as relevant now as they were 100 years ago.

KEY RESPONSIBILITIES and ACCOUNTABILITIES

General

- To be the first point of call for all visitors and staff, allowing access into the office and ensure that visitors sign in and out of the building.
- Answering both internal and external telephone enquiries clearly and politely
- Handling and coordination of courier/post incoming and outgoing and ensure acknowledgements and replies meet corporate service standards

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- Preparation of finance and administration returns
- Data entry for the HR Department into the HR System
- Organising travel arrangements for staff members as and when required
- Preparation of travel itineraries when required
- Managing the office stationery and supplies for the office
- Responsible for the office filing and file registry, including assisting staff members with their filing
- Translation English/Greek
- Booking of meeting rooms
- Supporting other departments with ad-hoc administrative tasks as and when required
- Taking minutes of meetings as and when required
- Assist in meetings and event management
- Arrange refreshments and catering

Team Performance

- Participates in Area team activities as and when required

Project Responsibilities

- As required

JOB SCOPE REQUIREMENTS

Education, Knowledge, Skills, Abilities and Experience

- College Diploma in Business Administration or related field would be considered as an advantage
- Previous experience in a similar position desirable
- Excellent command of English and Greek both oral and written
- IT literate with a good knowledge of Microsoft Office applications, specifically Word, Excel and Outlook
- Strong communication skill both written and verbal
- Excellent organisation and time management skills
- Excellent attention to detail
- Dependable with a respect to confidentiality and policies
- Positive and flexible attitude and able to adapt to change
- Keep calm under pressure
- Committed to professional development
- An alignment and adherence to the Commission's Values: RESPECT, EXCELLENCE, TEAMWORK, COMMUNICATION, PROFESSIONALISM and COMMITMENT
- Health and Safety responsibility for self and, where line management responsibility, responsibility for others

Your key duties are set out within this job description. You may be required to perform such other reasonable duties to perform the function efficiently, since no job description could fully outline all the aspects of this role.

Signatures

Name of Job Holder:

Signature:

Date:

Name of Line Manager:

Signature:

Date: