

Office & Facilities Assistant - South Cerney

Summary/ Main purpose

- Located out of the South Cerney office the Office & Facilities Assistant will report to the Facilities Manager and ensure the smooth day to day running of the South Cerney office.
- To assist the Facilities Manager with the day-to-day maintenance issues and health & safety duties for the South Cerney office and provide ad-hoc administrative support for two other UK offices as and when required.
- Adhering to company policy and working to the company ISO Quality Management system (9001 certification) and company security management system (27001 certification) and BSI standards at all times.

Duties & Responsibilities

- Responsible for the facilities and utilities in the South Cerney office on a day-to-day basis, reporting any issues to the Facilities Manager and/or Facility Company.
- Support with the Facilities email inbox, actioning as needed.
- Ordering supplies and co-ordinating with office suppliers.
- Ordering lunches for meetings as and when required.
- Booking meeting rooms when required.
- Assisting the Facilities Manager with all Health and Safety administration, including all risk assessments, fire procedures, wardens, ensuring appropriate First Aiders, Fire Wardens and Health and Safety Officers maintain their qualifications on the companies training platform.
- Management of First Aid Supplies, ensuring that all first aid kits are fully stocked.
- Answering the door intercom, receiving all visitors to ensure they sign in and offer refreshments where needed.
- Accept and send deliveries on behalf of the business.
- Checking the kitchen facilities weekly and order stock as required.
- Maintaining and ordering of stock for all office suppliers.
- Management of boardroom diaries and ensuring boardrooms / kitchens are tidy and stocked (e.g., paper rolls in the kitchen, board pens in the boardroom) at all times.
- Responsible for the post – opening post and distributing to all departments and franking of post.

Closing Date: 24th March 2023