

Job Description

Office Reception and Facilities Coordinator

Job Details

Job title	Office Reception and Facilities Coordinator
Job purpose	Manage the reception services to ensure guests are welcomed. Support for UKAS meetings and events (including events hosted on-line). To coordinate the office facilities and maintenance of the UKAS building. To provide support the Health and Safety Team and Executive Assistant to the CEO.
Job location	Office based only.
Reports to	Executive Assistant to CEO
Qualifications	+ N/A
Essential criteria	+ N/A

Dimensions

Line management	Yes ☐ No ☒	Budget holder	Yes ☐ No ☒
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Job Purpose

Core responsibilities	Office Reception + To lead the office reception and administration delivering reception services. + Provide well maintained office facilities and reception services: + Welcome all visitors, offering refreshments and notifying relevant hosts.
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	+ Handle deliveries and postal services, ensuring appropriate and timely distribution. + Monitor the Reception In-Box/e-Calendar and action any meeting/catering requests. + Support the required room setup (furniture & AV equipment) + Arrange any catering + Conduct regular inspections to ensure that Office facilities (including reception/kitchen/meeting rooms) are in good working order, sufficiently resourced and tidy - keep notices/signage up to date + escalate any issues to relevant 3rd parties + arrange any repairs/maintenance and checks as required and as guided by the Health and Services requirements to maintain the health of our building. Office Facilities Coordinator + Maintain adequate levels of building, office and stationery supplies, including for the post room and franking machine. + Arrange removal from site of paper recycling, confidential waste, redundant office and ICT equipment and old printer cartridges. + Issue security fobs and parking permits and maintain associated records. + Maintain proper office facilities records. + Assist with the archiving process, ensuring that suitable, accurate records are kept. + Arrange suitable cover arrangements throughout working hours and during planned absences as appropriate. Maintain strong relationships with key contacts on the Pine Trees site to facilitate a safe, clean and welcoming working environment. + Work alongside Corporate Services to support the ongoing requirement for Business Continuity, including accurate record keeping of key suppliers. Health and Safety + Support the Health and Safety team with administrative duties, minute taking and recording and tracking of actions, including requirement to support overseas travel and PPE purchasing and training. + Support the maintenance of driving at work documentation and IAM training: + Arrange "Institute of Advanced Monitoring" (IAM) courses for staff who drive on business. + Maintain the driving records for staff who drive on business. Administration Support + Provide administrative support to the Executive Assistant to the CEO, including preparing documents, scheduling meetings and organisation with company events. + Collate and process expenses ensuring compliance with policy and approval process. + Travel bookings and arrangements made in accordance with budget and company travel policies. Decision Making
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	+ Appropriate escalation to resolve issues, enforce processes and meet agreed deadlines. + Prioritisation of workload, co-ordinating meeting support.
Non-Core responsibilities	+ Ad hoc duties and tasks, as required.

Signature of job holder:			
Name:		Date:	