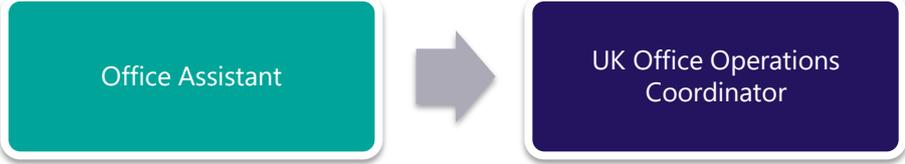


# BURO HAPPOLD

<b>Job title</b>	Office Assistant
<b>Grade and fit within team structure</b>	Standard
<b>Team</b>	Facilities
<b>Business unit</b>	UK+
<b>Location</b>	London
<b>Reporting line</b>	
<b>Your support</b>	Line Manager, wider Facilities team, HR, L&D, UK Support community

## Role overview

### What's the purpose of the role?

To play a key role as part of the Office Operations team, ensuring a high level of service is maintained to enable the smooth running of the London office.

General office service duties such as assisting with Office and meeting room catering, facilities and reception support and general housekeeping. This role will involve some lifting.

Working hours for this role are 09:00 to 17:30 with one hour lunch break. Some occasional out of hours and weekend work will also be required to fulfil role duties.

## What will you be doing...

### A detailed overview of your responsibilities is as follows...

#### Key Responsibilities:

- The tasks and responsibilities of the Office Assistant are varied but typically include the following:
- Assisting the catering and facilities coordinator with meeting room set-up and pack down (including catering and physical room layouts)
- Daily set-up, replenishing and cleaning of office tea points and coffee machines
- Receiving and unpacking all catering and mail deliveries
- Catering & stationery stock take and replenishment
- Ensuring all kitchen and tea point spaces are clear, tidy and presentable

- Assisting with facilities and catering related requests from the relevant helpdesk. Ensuring all queries are dealt with within SLA's
- Adhoc cover for London reception where required
- Escorting contractors on site
- Assist with relocation of large deliveries
- Reporting maintenance faults
- Update online Health & Safety checklists. Ensuring the ladder register is checked and up-dated monthly and first aid kits are replenished.
- Health & Safety inspections and checks. Ensuring emergency evacuation routes are clear; fire doors are opening and closing.
- Proactive reporting near misses and recommending solutions to safety practises i.e., housekeeping
- Monthly emergency light checks and weekly water flushing
- Carrying out other reasonable ad-hoc office tasks as required

## More about you...

### Qualifications, Style, Behaviours & Experience

#### Qualifications

- Hold a Level 2 in Food Hygiene (training can be provided)
- Have in depth knowledge of Food Safety, Allergens and Safety Regulations (training can be provided)
- Health & Safety Awareness (training can be provided)
- Fire Warden (training provided)
- First Aid officer (training provided)

#### Style, Behaviours & Experience

- You will have a positive mindset and excel at customer service
- Professional, confident and collaborative
- Exceptional time management and organisational skill set
- Self-motivated and able to work on their own initiative
- Adaptable and resilient to changing workloads and priorities
- Prior office and facilities experience
- Confident using Microsoft suite (Outlook, Excel, Word, Teams, SharePoint)