

Job Description – Receptionist/Administrator

Morgan Sindall Investments

Position: Receptionist/Administrator

Primary Location: London

Reports to: Office Manager

Morgan Sindall Investments Ltd is a management company with a vision to create inspirational and innovative solutions that shape the development of healthy and vibrant communities. Part of a construction group, we work closely with other divisions in the Group to deliver projects in line with client objectives.

Key objectives of the role

The principal objective of this role is to contribute to the Administration team's obligations to deliver an effective and efficient Reception and Office admin function that supports the Division.

Key Responsibilities

Reception

- Responsible for answering and managing all incoming telephone calls for two companies (MSIL and CSPS) and manage the distribution of post.
- Meeting and greeting all visitors to the building and ensuring they sign in and out as part of our H&S standards.
- Arranging refreshments, buffet lunches and dinners (when appropriate)
- Liaise with cleaners on a daily basis
- Efficient operation of incoming and outgoing delivery procedures in order to deal effectively and politely with suppliers, particularly couriers, and understanding the importance and urgency of documentation deadlines.
- Maintain and manage all equipment and catering, stationery and literature within the reception area on a daily basis.

Administration

- Prepare and update call lists and desk plans when required (call lists to be distributed to staff following any updates).
- To assist the Office Manager with manufacturing the archiving system and account for MSIL & CSPS.
- First port of call for organising staff travel and accommodation for MSIL whilst liaising with the Regional Office Manager regularly.
- Assist with invoicing for travel and hotel bookings.
- Multiple diary co-ordination of meeting rooms for internal staff and external guests.
- Manage the production of photos and access passes for new starters and regular visitors to the London office.
- Assist the wider team with ad-hoc admin duties i.e. printing and binding.

Office Environment

- Responsible for the smooth running of reception, kitchen and break out areas of the London office. Regularly participating in audits, keeping all stock levels topped up (general office supplies such as tea/coffee/fruit/stationery).

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- Responsible for the front of office and ensuring it is kept clean and tidy at all times including the meeting rooms and waiting area
- Responsible for kitchen ensuring it is kept clean and tidy, daily tasks include loading the dishwasher, turning on the coffee machine and morning set up/evening shut down
- Comply with Health & Safety procedures and understand the company's fire and evacuation procedures and building regulations, as defined by the Office Manager.
- First point of call for ensuring meeting and video conferencing equipment i.e. televisions are available as required – ensure they are used appropriately and that staff have the necessary training.
- Undertaken the necessary training to act as an office Fire Warden and First Aider.

Experience
<ul style="list-style-type: none"> • No experience required, full training will be provided
Key competencies
<ul style="list-style-type: none"> • Looking to begin a career in office administration • Self-motivated and eager to learn • Good interpersonal skills • Strong organisational skills • Ability and confidence to challenge processes
Benefits
<p>On successful completion of probation;</p> <ul style="list-style-type: none"> • Study support towards an Apprenticeship scheme • Company pension scheme • Annual season ticket loan • Private medical insurance • Cycle to Work Scheme • Gymflex Benefit • Access to Morgan Sindall employee discount scheme