**Reception and Facilities Assistant – Pudsey, Leeds, LS28**

**£27,000**

**Bonus of up to 10% of annual salary**

**33 days holiday (including public holidays) – rising to 36 with service**

**Competitive benefits:**

* + **Healthcare plan**
  + **Cash back on dental and optician costs**
  + **Life Insurance**
  + **Employee wellbeing program**
  + **Flexi points and discounts on your everyday shopping to support your financial wellbeing**
  + **Pension plan**
  + **Fitness and Wellbeing discounts**
  + **Generous candidate referral scheme**
  + **Free Breakfast bar**
  + **Casual dress**
  + **Regular incentives and recognition awards**

**Your new role…**

As the **Reception & Facilities Assistant** you will provide full reception, visitor and hospitality services. The role will also provide low level housekeeping services and routine office checks to ensure compliance with health and safety regulations. The role will provide ad hoc basic administrative transactional task support to the HR Coordinator from time to time. The role will be responsible for ensuring new joiners to the business receive a great start in preparing ID cards, welcome packs and a facilities and building (including fire procedures) induction. The role will be responsible for ensuring that office security standards are adhered to by colleagues and visitors and responsibility for creating and assigning security access fobs / ID Cards. Other tasks are shown in the role accountabilities. Other non-facilities ad hoc support and services may also be required from time to time.

You will do this by:

* Responsibility for taking delivery of all post and courier packages and ensuring collections are made daily.
* Ensure visitors are signed in and aware of visitor procedures, health and safety and office security principles.
* Responsibility for delivering hospitality (organising catering etc.,) for company events, incentives, visitors and meetings, ensuring meeting rooms are prepared and cleared appropriately.
* Day to day housekeeping to ensure offices and shared facilities are clean and tidy and kitchen equipment is in working order and reporting any hazards, risks or issues to the Building Services & Maintenance Manager.
* Responsibility for maintaining the Facilities email inbox.
* Responsibility for preparing new starter welcome packs, locker keys and ID cards.
* Responsibility for consumable and stationary orders
* Support the EA to the Group CEO and HR team with organising any company events.
* Be a first aider and a fire marshal
* Host facilities and maintenance suppliers on site.
* Support the Building Services and Maintenance Manager with ad-hoc projects and tasks
* Provide support to the HR Coordinator with transactional administration tasks within the remit and capability of the role.
* Be responsible for consolidating all monthly company, wellbeing, welfare communications and uploading them to the comms screen.

**What you’ll need**

* Previous experience in reception, administration, presentation, facilities and hospitality.
* Strong ability to use MS Packages experience (PowerPoint, Word, Excel, MS Teams)
* Knowledge and good understanding of Health & Safety best practice and legislation including:
* NEBOSH, IOSH, first aid certificate, fire marshal / warden qualification / experience

**Who are we?**

We’re a market leading specialist Debt Purchaser and Service Provider with a focus on customers who need a truly human touch. We’re known for our empathetic and bespoke approach to all types of communications with our customers. Over the past 17 years, we’ve built a solid reputation we’re proud of and we’ve got a cabinet bursting with awards including Investors in Customer and Investors in People GOLD.

We’re committed to equality, diversity and inclusion so we’ll collect your data for monitoring purposes.

***All offers of employment will be subject to satisfactory background checks, including but not limited to; employment references, a DBS (basic) and a credit file search.***