

Receptionist and Office Manager

Introduction

Net Consulting are currently recruiting for an experienced Receptionist /Office Manager to join our Cardiff Head Office.

The purpose of the role is to manage the Reception Desk area and provide office administration support to the management team and colleagues.

You will represent the brand of NCL and provide a high level of customer service support to both internal / external visitors and clients, ensuring that all enquiries are dealt with professionally.

Responsibilities and duties

- Manage the Reception Desk Area
- Support the creation of a welcoming office environment, with enhanced visualisation of NCL as a company and develop improvements to the visitor sign-in process and enhance visitor experience
- Processing holiday / absence requests, including maintenance of the holiday calendar and absence log
- Updating standard travel expenses rates annually in-line with HMRC changes
- Processing expense requests
- Maintaining staff training records
- Raising purchase orders on suppliers and logging invoices received
- Updating and maintaining the invoice and purchase order logs
- Procurement of office consumables
- Adhering to all Net Consulting and relevant customer policies, processes and procedures
- Provide oversight for the office facilities management of contracts.
- Ensure the office is secure at the end of each day
- Management of the meeting rooms
- Maintaining the content for electronic notice boards across the office, providing company news and an enhanced employee experience.
- Ownership of Facilities management, including attending a meeting with the MD & FSC, developing a meeting agenda and recordings
- Attend the 6 monthly Tenant meetings
- Organise the monthly breakfast in the Cardiff office.
- Manage the Office Health and Safety processes and procedures with our outsourced H&S provider.
- Reporting to the Managing Director

Person Specification

- High attention to detail
- High standards of professionalism, integrity and confidentiality

Company Benefits

- Competitive Salary
- Workplace benefits: Pension Scheme, PMI, Life Assurance, Employment protection insurance, Health & Wellbeing
- 25 days annual leave
- Bonuses (personal performance and company performance)