



Facilities Administrator / Receptionist

Stevenage

At LifeArc, we work at the cutting edge of Translational Science. As a medical research charity, we have a 25-year legacy of helping scientists and organisations seek out new ways to transform great science into greater patient impact.

We exist to advance early science into health care treatments and diagnostics that can be taken through to full development – and made available to patients as quickly as possible. We have our own drug discovery and diagnostics development facilities, supporting our science strategy to transform the way patients are diagnosed, treated, and supported.

The role

We are searching for a highly motivated, organised, and committed individual to take on the role of Facilities Administrator/ Receptionist at our Stevenage Site.

The role includes front desk support, greeting, welcoming and directing visitors appropriately and general office administration. Maintenance of the employee convivial area, specifically attending to dishwashers and coffee machines, as well as taking responsibility for light cleaning to ensure that the area is always clean and tidy.

Responsibilities

- To welcome and direct visitors to other organisations on site
- To carry out day-to-day reception duties
- To book and monitor meeting room bookings via Outlook
- Ensure all meetings are well managed and kept to allocated time, with the correct requirements in the room
- Have a good understanding of all the technology in meeting rooms to provide initial IT support when required.
- To service the convivial area (including general tidiness, ensuring there are sufficient stocks of tea and coffee, maintaining the dishwasher, coffee machines etc.)
- To maintain and issue centralised stores for LifeArc employees based in Stevenage
- To book taxis and couriers as required
- To place orders using Agresso system for stationery and office consumables
- To liaise with contractors and engineers required to attend the site

Who You Are

The position suits an individual with some previous reception experience and a friendly, positive attitude who strives to offer first class customer service to both internal stakeholders and external customers/visitors. The person fulfilling the role would enjoy interaction with people from different backgrounds, having previously worked in a similar role.

You will have the ability to adapt and work in a fast-paced environment. You will be a dedicated individual with an excellent work ethic and have the ability to manage a busy and varied workload. You must have a keen eye for detail, as well as having a practical and hands-on approach to your work. You will also have excellent written and verbal communication skills. You are organised and methodical in your approach to work and able to maintain confidentiality and remain calm under pressure, with the ability to think on your feet and problem solve.



You will have background and experience in working within a front of house, client services or facilities admin role. You will be proficient in Microsoft Outlook, PowerPoint, Excel and Word.

Alongside a full-time Facilities Administrator, the role would require you to take on the responsibility of being a First Aider and a Fire Warden (full training will be provided).

Salary

Your salary will be determined by qualifications and experience. In addition, LifeArc offers a defined contribution pension scheme, private health insurance, a flexible benefits scheme and 31 days paid holiday per year.

LifeArc is committed to the principles and practices of equal opportunities and to encouraging the establishment of a diverse workforce. It is our policy to employ individuals on the basis of their suitability for the work to be performed and their potential for development, regardless of age, gender, race, colour, nationality, ethnic or national origin, disability, marital status, pregnancy or maternity, sexual orientation, gender reassignment, religion, or belief. This includes creating a culture that fully reflects our commitment to equal opportunities for all.

To apply please email your CV and covering letter explaining why you want to work for LifeArc to: marta.miadowicz@lifearc.org

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible