



Facilities Administrator

Aston Shaw

The Role

We are looking for a motivated and friendly Facilities Administrator to join our dynamic administration team in Norwich. The successful candidate will be the first point of contact for all our clients and visitors on reception, alongside this, the candidate will provide administrative support to the building manager and the existing administration team.

Key Responsibilities

- Provide a professional receptionist service to clients and visitors of the building
- Take incoming calls and messages
- Help manage the shared Admin and building inbox
- Manage the building post in/out
- Manage the meeting room calendar
- Ensure records and books are available for clients to collect as and when they are needed
- Support the admin team with any adhoc tasks
- Assist the Building Manager and Facilities Officer with administrative tasks such as showing prospective tenants around the building, invoicing, and chasing debtors
- Responsibility of car park administration
- Assist with building queries where necessary
- Any other adhoc tasks associated with facilities and the building upkeep

Requirements

- Previous reception and admin experience is desirable
- Be proficient in Microsoft Packages
- Strong customer service skills
- Excellent organisation skills with the ability to work both independently and as part of a team
- High attention to detail
- Experience in a fast-paced, dynamic environment
- Competent numerical and IT skills



Any questions?

Email careers@astonshaw.co.uk



Why Join Us?

We're a forward-looking employer with six offices across Norfolk, Cambridge and Suffolk. We're always looking to grow our business and making sure we have the right people on board is key to our success.

As an Association of Chartered Certified Accountants (ACCA) approved employer, our culture is progressive, proactive and client-focused. As a result, we can offer you a dynamic working environment with many opportunities to develop your skills, qualifications and achieve.

Benefits

- Competitive Salaries
- Ongoing, Fully-funded Training
- ICAEW Approved Trainer
- Platinum ACCA Approved Employer
- AAT Accredited Employer
- Regular Staff Parties
- Subsidised Lunches
- Monthly Staff Lottery
- £100 Reward for Client & Employee Referrals
- Ongoing Charity Support
- Social and Sports Activities
- Modern, Open-plan Working Environments
- Equal Opportunities Employer

... And many, many more!

Apply today

If you'd like to find out more, or if you think you're the right person for us, then please send a CV to careers@astonshaw.co.uk or apply via the form on our careers page on our website: www.astonshaw.co.uk/careers.



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