

## **Job Description – Receptionist and Office Administrator**

---

### **About the Company**

Powerday PLC is London's premier recycling and waste management company. Recycling construction and demolition materials, we operate 24 hours a day seven days a week from two of our six sites in London. We are constantly investing in the latest technology where we sort recyclable materials and process the residual constituents into fuel for power and we are very proud of our zero to landfill credentials.

We have recently been voted "Subcontractor of The Year and Waste Management and Skip Hire business of the year".

We are accredited to the following standards: Quality Management ISO 9001, Environmental Management ISO 14001 and Health and Safety ISO45001, Achilles Building Confidence and Recycling Performance Reporting accreditation PAS 402: 2013 and a gold FORS accreditation.

We operate from well-presented comfortable offices with on-site secure free parking. We are a short walk of Willesden Junction station. Our offices are well equipped with kitchens and break out areas. As a company we organise regular corporate events to encourage team building and bonding. You will find here an established team where everyone is on first name terms and willing to help. We strive to uphold a friendly family orientated business while maintaining a professional corporate culture in our business dealings.

We take our commitment to Corporate and Social Responsibility very seriously and have close links with London Boxing and London Irish Rugby club. We do immense good work in the community through the Powerday Foundation which is demonstrated through its partnership with Kensington Aldridge Academy, providing Boxing training to those going through phases of negative behavior and providing GCSEs qualifications as well as supporting the London ABA and its 120 boxing clubs across London.

We have a Powerday Training Academy whose aims are to develop and manage our apprenticeship and work experience programs and to support and train our internal teams to fully develop their potential.

**Location: The role will be based at our Head Office facility in London NW10**

**The Role:**

Reporting to the Commercial Operations Leader, we are looking for a polite, friendly and extremely capable receptionist, with a passion for delivering high quality administrative support to work in our Head Office reception. The ideal candidate will have excellent administration, communication and listening skills, that allows successful and confident interaction with all clients both face to face and over the telephone. A working knowledge of Microsoft Office and other administrative tools will be an advantage.

**Key Responsibilities:**

- Being a polite, friendly and welcoming face to all visitors.
- Answering the switchboard in a professional and effective manner
- Ensuring all visitors sign in and out of the building and undergo a Company Health and Safety induction when needed. Ability to work under pressure
- Develop a full accounts list for the customer service team
- Responsibility for general office admin including but not limited to ordering of stationary, PPE, fire alarm testing, boardroom maintenance and assisting with diary management.
- Carry out daily building walks to ensure the building is always tidy, including all the kitchen and lavatory areas.
- Liaise with local councils and authorities to obtain relevant licences and permits for skip hires.
- Keeping the front of house area looking presentable.
- Book taxi's and deal with couriers etc.
- Receiving, sorting and delivering post.
- Data entry and ticket filing
- Trained on various additional roles within the business to provide cover when needed.
- Management of slow moving skip reports

**Skills / Qualifications / requirements**

- Previous experience in a similar role.
- Impeccable appearance and interpersonal skills with a good command of English.
- Passion for delivering excellent guest experiences with a friendly disposition
- Good knowledge of Microsoft office packages.