

# COPELAND PARK & BUSSEY BUILDING

## Job Description

<b>Job title</b>	Front of house & general office assistant
<b>Reporting to</b>	Tenant Manager
<b>Start Date</b>	April/May 2022
<b>Contracted Time</b>	<p>Full Time. 37.5 hour working week, with an hour's unpaid break per day.</p> <p>Office hours are typically 0900-1730 Mon-Fri, however, this role can be flexible, and will require some weekend work and occasional evening work if required.</p> <p>Job is based at Copeland Park, Peckham.</p>
<b>Pay and benefits</b>	£20,000 - £22,000 per annum. 22 days annual leave, of which 2 are reserved for use between Christmas and New Year, plus Bank Holidays, sick leave, NEST pension scheme, and suitable training courses.

<b>Objective</b>	A full time position is available at Copeland Park to act as our receptionist for Copeland HQ as well assisting with our general operations across site including tenancy, event and facilities management.
<b>Key Responsibilities</b>	<p>Front of House</p> <p>Welcome visitors to Copeland HQ by greeting them, in person, by email or on the telephone; answering or referring enquiries to relevant departments.</p> <p>Other tasks will include for example - stationery ordering, parcel collection and organisation of the general office appearance. Updating calendars and scheduling meetings, post collection and distribution.</p> <p>Meeting room bookings management.</p> <p>General Assistant</p> <p>Assistance with tenant management with guidance from Tenant Manager, including occasional unit viewings, contract filing, printing and document writing.</p>

	<p>Assistance with on-site events including occasional viewings and contract arrangements. Occasionally inspecting the gallery and other short term hire spaces after use to ensure they are returned in good condition.</p> <p>Facilities assistance includes ordering supplies, checking notices/signs are in place if required.</p>
<b>Who will you be working with</b>	Directors, Events Planner, Tenancy Manager, Facilities Manager, Copeland Park accounts team
<b>Education &amp; Experience</b>	<ul style="list-style-type: none"> <li>● Experience working in a creative/community venue.</li> <li>● Excellent experience with using Social Media for promotional purposes.</li> </ul>
<b>Personal Specification and Key Skills</b>	<ul style="list-style-type: none"> <li>● Management of emails.</li> <li>● Organisational skills</li> <li>● Team working skills</li> <li>● Ability to work independently and manage workload.</li> <li>● Excellent public facing liaison skills, communication skills, including written English.</li> <li>● Good experience with Google's G Suite (GMail, Google Calendar, Google Drive, etc), support can be provided</li> <li>● Experience of Social Media platforms including Twitter, Instagram and Facebook.</li> </ul>