



## OFFICE MANAGER/RECEPTIONIST

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The LOWE Group are the leading property consultancy for vacant space management; providing property owners with cost-effective, innovative solutions to managing their buildings, which in turn create social impact and support local communities. We believe that vacant properties present inspiring spaces for place makers, key workers and innovators to live, work and create and we are passionate about bringing these otherwise vacant spaces back to life.

### KEY RESPONSIBILITIES

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- Answering all incoming calls and managing the general office email account
- Welcoming and assisting all guests
- Ensuring the smooth day-to-day running of the office, including managing all supplies, contractors, phonedlines, internet and equipment
- Managing company and equipment insurance policies
- Conducting the on-boarding and off-boarding processes of new starters and leavers
- Diary management of Directors
- Organising company events
- Running adhoc errands and providing personal assistant support to the Directors

### ROLE PROFILE

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We see this role as one of the most important roles in the company as not only is it more often than not that this person that will provide stakeholders with their first impression of the company but the success of this role can have a direct impact on the culture of the company.

We are looking for someone who is high energy, incredibly positive and wants to excel at every task they do, no matter how small.

Proactivity is an essential – we love tasks to be in hand before we've even thought that they need to be done. No matter the role, we have high expectations and so we love those who are not intimidated by a challenge and can take them on in a calm and process-driven manner.

We like our teams and team members to be autonomous and so our roles are perfect for those who are self-motived, ambitious and constantly striving to learn.

Attitude is everything.

### BENEFITS

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- £25,000 - £35,000pa (experience dependant)
- Annual performance based bonus
- 25 days holiday (+1 day for each year worked)
- Birthday day off
- Work anniversary vouchers
- Access to Wagestream
- Weekly team workouts
- Weekly team lunch
- Bi-annual team day-outs