

**Hadley Shipping Group Ltd**  
**Osborne House**  
**12 Devonshire Square**  
**EC2M 4TE**

The Hadley Shipping Group, a British family-owned commercial shipping company, are looking for a Building Manager / Receptionist to act as 'front of house' and to oversee the secure and efficient operation of their recently acquired and refurbished City-based office building.

The building itself is a large grade 2 listed Georgian townhouse which will become the Company's headquarters.

### Overview

As Building Manager / Receptionist, you will play a pivotal role in ensuring the efficient operation of the main reception and the maintenance of buildings and facilities. Your responsibilities will include efficient business-hours operation of the main reception, managing office security, overseeing building maintenance, coordinating cleaning services, and overseeing various other essential tasks. You'll be the go-to person for maintaining a safe, functional, and efficient environment for HSG's visitors and employees.

### Responsibilities:

1. Reception & Security Management:
  - Office reception: Act as first point of contact for visitors and clients.
  - Out-of-hours Security: Coordinate and supervise building security. Ensure the safety and security of the premises, including the monitoring of access points, surveillance systems, and emergency protocols.
  - Emergency Response: Develop and implement emergency procedures, including evacuation plans, fire drills, and incident reporting.
  
2. Cleaning Services:
  - Cleaning Staff Oversight: Engage and manage 3rd party cleaning services. Ensure that cleaning schedules are followed, and standards are met.
  - Quality Control: Regularly inspect common areas, restrooms, and other spaces to ensure they are well-maintained and hygienic.
  
3. Maintenance and Repairs:
  - Building Systems: Oversee maintenance and repair activities related to electrical, plumbing, HVAC, and other building systems. Address any issues promptly to minimize disruptions.
  - Vendor Management: Collaborate with contractors, vendors, and service providers to schedule repairs, upgrades, and preventive maintenance.

4. Health and Safety Compliance:

- Regulatory Compliance: Ensure that the building adheres to health and safety regulations, including fire codes, accessibility requirements, and environmental standards.
- Risk Assessment: Identify potential hazards and implement corrective measures to mitigate risks.

5. Budget Management:

- Financial Oversight: Manage the building's budget, including expenses related to security, cleaning, maintenance, and repairs.
- Cost Control: Optimize operational costs while maintaining service quality.

6. Other Duties:

- Event Coordination: Assist with organizing events within the building, such as meetings or office socials.

Skills:

- Proactive, with strong organizational and communication skills.
- Problem-solving abilities.
- Professional in attitude and attire.
- Knowledge of health and safety regulations.
- Budget management proficiency.

Working Hours

- Typical Hours: 38-40 hours per week.

Salary

- Average Salary: £35,000 per annum.

If you are interested in applying for this position please send your CV and contact details to [sparker@hadleyshipping.com](mailto:sparker@hadleyshipping.com).