

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: Monday – Thursday 08.30 – 17.30 (Occasional Fridays, pro rata, by prior agreement).

Salary

- Salary in the region of £40,000 per annum.

If you are interested in applying for this position, please send your CV and contact details to sparker@hadleyshipping.com.