

JOB DESCRIPTION

ROLE: Receptionist and Office Assistant – Fixed Term Contract 6 months

LOCATION: Ruislip

The B & S Group is a privately owned pharmaceutical company which manufactures and distributes pharmaceutical and healthcare products to the UK market. Established in 1999 we offer a wide range of products and services which includes specials, generic drugs, branded medicines, parallel trade and over-the-counter (OTC) medicines. Our Vision is to have the strengths and financial disciplines of a big company combined with the leanness, agility and warmth of a small company. Being a family run business, we have grown at a phenomenal rate, from just four people to over 1000 in a short space of time and still growing! Investing in our people has been the key to our success; enthusiasm and passion are the key traits we look for.

Our Reception/Facilities team are made up of three passionate individuals who are responsible for the day to day running of the two sites based in London. We are now looking for one more person to join this vibrant team, this role is covering a secondment, with potential of becoming permanent or moving to other positions in the company!

PRIMARY RESPONSIBILITIES

To meet and greet internal and external visitors coming into the company and to handle the facilities for the Group.

SECONDARY RESPONSIBILITIES

- Meet and greet visitors
- Maintain internal visitors log
- Sorting post and franking
- Assisting with Time Management reports
- Maintaining stationary and office supplies
- Maintain the 'meeting rooms' portal
- Organising refreshments
- Organise company lunches
- Organising business cards for internal employees
- Organising flights and hotels for business trips
- Coordinating and following through with Cleaners, Handy Person and third parties
- Assisting with Office refurbishments
- Assisting with seasonal marketing for the Group
- Organising company events
- Ad hoc duties
- General filing and admin

ESSENTIAL EXPERIENCE, SKILLS AND ABILITIES

- Previous experience is an advantage, full training will be provided



GROUP
"Believe in us"

- Clear verbal and written communication essential
- Ability to work on own initiative and as part of a team
- Experience of working on the Microsoft Packages including Outlook Internet Explorer
- Ability to manage time well
- Ability to adapt to change