

# OUR BEST IS MADE OF **YOURS**

*Saputo*

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## **OFFICE MANAGER**

Weybridge  
Full Time Permanent

### **YOU'LL MAKE CONTRIBUTIONS THAT MATTER BY...**

- Ensuring the smooth running of the Head Office of SDUK and being responsible for the provision of a safe and efficient office set up and the establishment and maintenance of appropriate administrative practices.
- Acting as the key contact between the Landlord and SDUK, maintaining excellent communication between the parties and pro-actively managing the relationship.
- Managing Third Party business services, including the staff restaurant, ensuring their smooth provision, and satisfactorily resolving any issues.
- Overseeing and actively participating in the provision of all administrative, reception, post room duties, ensuring office operation is smooth and professional daily.
- Establishing appropriate and compliant emergency procedures to ensure that the office always operates safely and to safeguard the welfare of its occupants.
- Leading, managing and developing a Facilities Team of two.

### **YOU'RE BEST SUITED FOR THE ROLE IF YOU ARE...**

- Able to demonstrate at least 3 years' experience of working in, and running, a busy office environment.
- Able to demonstrate excellent team and people leadership skills.
- Able to show strong personal organisational skills, with an ability to plan, organise, and delegate to others.
- Strong numerically, with a proven track record of financial and budget management.
- Knowledgeable on health and safety requirements.

### **WE SUPPORT AND CARE FOR OUR EMPLOYEES BY PROVIDING YOU WITH...**

- Bonus scheme paid quarterly
- Long service recognised every 5 years
- Generous employer pension contributions
- Health Cash Plan - claim money back up to a set limit of c.£700 per annum on essential healthcare
- Life Assurance
- Free, onsite parking
- Discounted branded products and subsidised staff restaurant
- 25 Holidays + 8 bank holidays

**We support employment equity. Saputo strives to embed diversity and inclusion in its operations and invites candidates from all horizons to join our team.**

To apply please email [recruitment@saputo.com](mailto:recruitment@saputo.com)

**Closing Date: 3<sup>rd</sup> December 2021**

**Applications received after this date may not be able to be considered.**