

OFFICE SUPERVISOR

Weybridge
Full Time, Permanent

We have a fantastic opportunity for an experienced **Office Supervisor** to lead our Facilities Team and ensure the smooth running of the Head Office of Saputo Dairy UK (SDUK). If you have a can-do attitude, strong customer service skills, enjoy being hands-on and the 'Go-To' person who is relied upon to keep an office moving efficiently and effectively, then we want to meet you.

YOU'LL MAKE CONTRIBUTIONS THAT MATTER BY...

- 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.
- Working with Health & Safety Management to formulate, review and update health and safety policies.
- 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.
- Articulate with excellent communication skills.
- 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

OUR BEST IS MADE OF **YOURS**

Saputo

- Discounted branded products
- Subsidised staff restaurant
- 25 Holidays + 8 bank holidays
- My Staff shop - access to exclusive benefits, free advice and savings - providing great discounts from thousands of the UKs largest retailers & service providers.

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

Agencies - Thank you for your interest in working with Saputo Dairy UK. We have a PSL who will be supporting us if needed. We do not pay fees or acknowledge any CV's supplied to Saputo Dairy UK unless you have been briefed on the role by a member of the Resourcing Team.