

## **Magdalen Centre Receptionist**

The Oxford Science Park is one of Europe's leading locations for life science and technology and is home to around 100 businesses, ranging from major international companies such as Oxford Nanopore Technologies and Exscientia to early stage spin-outs from the University of Oxford and other start-ups. The Park was founded by Magdalen College in 1989 and is now a joint venture between the College and GIC, a sovereign wealth fund of the State of Singapore. The Park has ambitious growth plans and is entering a major phase of new development, with plans to construct over 500,000 sq ft of new laboratory and office space within five years.

The role of Receptionist is to greet occupiers and visitors both in person and over the phone and manage meeting room and hospitality bookings, and event promotion.

Information about the Park is available on our website at [www.oxfordsp.com](http://www.oxfordsp.com).

### **Duties of the Magdalen Centre Receptionist:**

The successful candidate will have good organisational abilities and strong interpersonal skills. They will also need to have the ability to work on their own initiative but as part of a small team who are responsible for the smooth and efficient running of the Magdalen Centre and conference facilities. The position is a varied one and includes the following tasks:

- Reception duties in Magdalen Centre: including answering the switchboard in a polite & courteous fashion, greeting occupiers & visitors in a professional manner and managing the sign-in/out process for visitors.
- Effective management of meeting/conference room and hospitality bookings, including liaising with security over set-ups, catering on hospitality and assisting visitors with AV queries as needed.
- Manage the maintenance and stock inventory for meeting room AV.
- Management of the online booking processes for meeting rooms, hospitality, exhibitions and other services provided including account set-ups on the company's Occupier portal.
- Assisting security as required including receiving packages & parcels and weekly fire alarm testing in accordance with company protocol.
- Compiling monthly service charges efficiently and assisting with the month end procedures.
- Building strong working relationships with occupiers, visitors and contractors.
- Providing prompt support to occupying companies and visitors in a friendly and helpful manner.
- Carrying out a variety of administrative tasks for managed buildings, including franking post, updating occupying companies' records, contacts, car parking records, maintaining the switchboard and other documentation as required.
- Promoting events on the Science Park, including assisting with marketing material.
- Providing administrative support to the Management team as required.

The above list of duties and responsibilities is not exhaustive and you may be required to carry out alternative tasks as instructed to ensure the Centre can operate an efficient service at all times. Work in the Centre will involve moving tables and chairs as necessary.

### Person Specification

- Strong administration background.
- Experience of working on a busy reception desk
- Excellent interpersonal and organisational skills
- Well-presented, polite, conscientious and punctual
- Ability to work well as part of a team and occasionally with minimal supervision.
- Experience and confidence with relevant IT packages (including Word, Excel, Outlook, PowerPoint, and SharePoint) and the ability to learn new software applications as needed, with appropriate training. Practical approach, and ability to prioritise and work well under pressure.
- Proactive and self motivated attitude to work

Normal hours of work will be 8.30am – 5.00pm, Monday to Friday with 1 hour for lunch, although the successful applicant will be required to have a flexible approach to working hours. Holiday entitlement is 25 days per annum, car parking is provided and there are on-site restaurants.

**The Company particularly welcomes applications from Black, Asian and Minority Ethnic Candidates.**

Annual Salary will be £25,000-30,000 depending on experience

Please complete an application form and send it to: [human.resources@magd.ox.ac.uk](mailto:human.resources@magd.ox.ac.uk) or Human Resources, Magdalen College, Oxford, OX1 4AU.

The closing date for receipt of applications is 12 noon Wednesday 10 May 2023. Should you have any questions about the application procedure please call 01865 276033. Late or incomplete applications will not be accepted.

### Data Protection

All data supplied by applicants will be used only for the purposes of determining their suitability for the post, and will be held in accordance with the principles of the Data Protection Act 2018 and the Park's Data Protection Policy, which can be found at <https://www.magd.ox.ac.uk/other-policies/data-protection/>.