

Role profile:

Receptionist / Administrator



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

Bruntwood Works, the division taking care of our work and lifestyle spaces, is changing the way people work by creating inspiring environments that help people and businesses to flourish across Manchester, Leeds, Liverpool and Birmingham.

Bruntwood SciTech, our science and technology division, owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations such as

Manchester Science Park, Alderley Park in Cheshire and Platform in Leeds.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

Buildings and space is just the start of our story, we create thriving cities for all.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare, employee share scheme and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

So, work with us and shape your world..



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



**Pay attention
to detail
(it matters)**



**Be brilliant
to work with**



Role Profile

The role: Receptionist / Administrator

Salary: £22,672

Our customer service mission is to: 'perform like part of their business and care like part of their family'

The role of Host is critical to this mission. As a Host you will play a pivotal customer service role, providing a range of hospitality, concierge and reception services within one (or more) of our market-leading commercial properties.

This role will suit someone who has a keen eye for detail, who loves organising and accuracy through administration. The role will also involve interacting with our lovely customers and colleagues. However, in the main, the purpose is around administrative duties.

What you do:

- Manage the administrative active function for our Facilities Management Service
- Play a pivotal part of ensuring facilities and repair jobs are managed through the systems for our colleagues and customers
- Support and facilitate events and meetings within the building
- Facilitate new customer viewings to support the sales process
- Attention to detail is key, along with strong administration skills being able to work on multiple systems to log, manage and progress jobs
- Able to manage own workload to flex between essential desk based tasks and building customer relationships with customers
- Working as part of a wider team, engage with your customers, colleagues, management team and other departments within Bruntwood

What we're looking for:

- The ability to communicate with people at all levels in a friendly and engaging way
- You'll enjoy and have experience of completing administrative tasks
- You'll be passionate about what you do - you'll soon find out if successful that we love what we stand for here at Bruntwood, so you'll be keen to work in a positive team who collaborate and support each other
- Ideally you'll have your own transport (parking is free on site)
- Enjoy working as part of a team to problem solve and deliver an excellent service
- An inquisitive mind - looking for ways to improve our service

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Benefits of working with us

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Ways of Working

- We understand the importance of **work-life balance**, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.



Holiday

- **25 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Free colleague share scheme** starting at 5% of your annual salary each year (subject to hitting profit targets set the previous year)
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

Employee Assistance

Programme - 24/7 access to mental health, legal & financial support, including counselling

- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices



Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**



Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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