



WILLIAM GRANT & SONS

ROLE PROFILE

Role Title	Office Administrator - ODC Germany
Internal Reference	CEN-0264
Business Unit / Group Function	Central Services, ODC
BU Team / Sub-Function	HR
Location	Hamburg
Team Leader Role	HR Manager
Role Level	5
Team Members	No
Role Purpose The purpose of the role is to provide administrative excellence and facilitate making the local office Germany's Best Place to Work. The role will ensure efficient office management, events and meeting organisation and smooth work of local service providers.	
Accountabilities <ul style="list-style-type: none">• Control the servicing of the office space in Hamburg (office layout, provision of stationery and supplies, visitor welcome, catering provision etc.)• First contact person for any facility service provider• Accurate processing of facilities invoices, maintaining detailed budget records and purchase orders as well as invoices on IFS system• Maintaining supplier relationships, conducting tenders to ensure competitive pricing and service levels met• Act as Deputy Chief Fire Warden and take responsibility for managing the on-site fire safety• Liaise with the company car lease provider especially the coordination of car transfers and new car leases• Administer insurances of company cars, from purchase order creation to allocation of insurance numbers for new car leases• Handling of parking tickets and other fines e.g. forwarding to the correct employee and if necessary follow up until paid• Planning and coordinating Leadership team meetings and local events• International visitor arrangements (invitation letters, hotel bookings, itinerary management etc)	
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