



Job Title	Receptionist and Facilities Assistant
Job Level	5
Location	SBP
Business Unit	Group Packaging & Supply Chain
Function	Packaging & Supply Chain
Leader	Facilities Manager
People Leadership	N/A
Role Purpose Maintain high standards of efficiently being a key point of contact for WGS international network of businesses and operations and all external contacts including consumers, ensuring a positive reflection of WGS values.	
Responsibilities <ul style="list-style-type: none"> • Working Arc console in an efficient and professional manner for all Scottish Sites. • Be first point of contact for welcoming all visitors/contractors, ensuring that they are issued with the correct documentation • Organise all travel arrangements for visitors arriving at SBP ensuring transfers are booked with local relevant taxi or coach firms, taking into account local budgets and individual preferences • Support and operate mailroom, franking, weighing, packing distributing Royal Mail and courier items and ensuring shipments are sent using DHL Easy Ship system with the correct paperwork, deal with the inquiries from internal and external customers, track packages and ensure they arrive at their destination in a timely and cost effective manner • Provide admin support to the other sectors in the business • Process and manage the company MORR requests and requirements, checking and processing requests for authorisation to drive, maintaining the authorised drive list • Arrange and co- ordinate all on site facility repair requests liaising the relevant department to ensure jobs are carried out • Create and record preventive maintenance plan, recording requests and ensuring reporting is carried out ad managed in a timely manner, following up and creating a clear plan for any repairs, tracking work order requests are carried out to a finish – using IFS • Pass team invoices for payment ensuring all costs are correct and allocated to the appropriate cost centre • Prepare and comply monthly KPI's to monitor activity and progress for SBP site facilities and call monitoring system 	
Created by:	John Fallen
Date:	October 2017
HRBP:	L. Ogle
Date of last revision:	