

# Candidate Brief

Receptionist / Facilities  
Administrator  
CABI Egham

June 2017

## CABI BACKGROUND

CABI is an international not-for-profit organization that improves people's lives by providing information and applying scientific expertise to solve problems in agriculture and the environment. CABI is an intergovernmental organization that can trace its origins back to 1910. Our 48 member countries guide and influence our core areas of work, which include International Development and Publishing.

We have over 500 staff based in 16 countries. We have offices in Brazil, China, Ghana, India, Kenya, Malaysia, Pakistan, Switzerland, Trinidad & Tobago, the UK, the USA and Zambia.

### **CABI's Knowledge Business**

CABI produces key scientific publications, including CAB Abstracts – the world-leading abstracting and indexing database covering applied life sciences. We also publish multimedia compendia, books, eBooks and full text electronic resources aiming to further science and its application to real life. CABI invests its publishing surpluses directly into development projects, helping to improve livelihoods worldwide.

### **International Development projects and research**

Through knowledge sharing and science, CABI helps address issues of global concern such as improving global food security and safeguarding the environment. We do this by helping farmers grow more and lose less of what they produce, combating threats to agriculture and the environment from pests and diseases, protecting biodiversity from invasive species, and improving access to agricultural and environmental scientific knowledge.

For more information go to [www.cabi.org](http://www.cabi.org) and [www.plantwise.org](http://www.plantwise.org)

## THE ROLE

<b>Job title:</b>	Receptionist / Facilities Administrator (2.5 years fixed term appointment)
<b>Salary range:</b>	£18.5k to £21.5k depending on skills and abilities
<b>Grade:</b>	HAY Band 2
<b>Reporting to:</b>	Facilities Manager
<b>Direct reports:</b>	None
<b>Key peer group:</b>	Administrative and Facilities staff in CABI, Egham
<b>Location:</b>	[Site Location], UK - In order to process any applications from nationals outside of the EU and UK, we would require documentation to show the applicant is currently resident and able to work in the in the UK, or is able to relocate on own means and possesses full authorisation from the UK Border Agency (for further information please use the following link <a href="http://www.ukba.homeoffice.gov.uk/">http://www.ukba.homeoffice.gov.uk/</a> )

### Purpose of the role:

To provide full reception services to CABI, Egham and administrative support to the Facilities Manager and team. As Reception is the first point of contact for all visitors to the site we are looking for an individual who is able to deal with people effectively and portray the high standards and professionalism of the organisation.

### Key accountabilities:

- **Reception** - By providing a high standard of reception duties and admin support to staff and meetings ensuring all activities of Centre run smoothly and efficiently. Reception is the visitor's first point of contact with CABI, so everything needs to be presentable within the reception area always maintained to a high standard to make a good first impression
- **Security** – ensuring all visitors/contractors sign in as required and thereby ensuring the Centre and Reception maintain a record of everyone on site
- **Facilities** –ensuring contractors are supervised by the Facilities team to comply with safety and security procedures.

### & Main Duties:

- **Reception**
- Maintain reception area and services provided.
- Accept and connect all incoming telephone calls to the appropriate extension.
- Accept and register all incoming business parcels according to Quality and Procurement Procedures
- Administer couriers collection and delivery, incoming and outgoing post and faxes.
- Provide hospitality and help organise logistical support for meetings/workshops/conferences by booking of rooms and setting up of equipment. Assist visitors with any travel requirements.

- Provide other various Reception administrative tasks including updating online office diary and keeping the display material up-to-date.
- Provide admin support to all staff at CABI, Egham on an ad hoc basis including booking of travel arrangements and legacy document scanning
- Organise and administer the Centre Work Experience Programme as required
- **Security & Safety**
- Ensure security of the building is maintained by issuing all visitors/contractors with a site pass and requesting them to sign in.
- Provide a point of contact in case of emergencies.
- Act as emergency coordinator; central liaison role as defined in the Fire Instructions and for emergency incidents. Keep Fire Register up-to-date in liaison with Fire Officers.
- **Facilities- to assist the Facilities Manager by:**
- Ensure the cost effective provision of office and laboratory supplies, consumables, couriers, postal services, catering services and supplies
- Administering the Business Travel log on SharePoint
- Managing the site "Honesty Fridge" stock and supplies

## CANDIDATE PROFILE

[Describe the successful candidate]

<b>Knowledge &amp; Skills</b>	<b>REQUIRED</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• Excellent administrative and communication skills</li> <li>• Attention to detail and able to problem solve</li> <li>• Use of initiative and proactive thinking</li> <li>• Must be able to work as part of a team as well as own initiative.</li> <li>• Flexibility and adaptability to tackle a range of divers tasks</li> <li>• Excellent organisational skills</li> <li>• Good telephone manner.</li> <li>• Proficient in the MS Office suite of software packages in particular Word, Excel and Outlook (v 2007 or 2010)</li> <li>• Accurate keyboarding skills</li> </ul>	<ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• MS PowerPoint and Access</li> <li>• Language skills</li> </ul>
<b>Education &amp; Qualifications</b>	<b>REQUIRED</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• Minimum of 5 GCSEs required including Maths and English</li> <li>• A-levels or higher preferred</li> </ul>	<ul style="list-style-type: none"> <li>• Candidates with a business studies qualification would be desirable</li> </ul>
<b>Personal Characteristics</b>	<b>REQUIRED</b>	<b>DESIRABLE</b>
	<ul style="list-style-type: none"> <li>• Dependable and trustworthy</li> <li>• Friendly and enthusiastic personality – able to relate to people of all levels</li> <li>• A can-do attitude</li> <li>• Large amount of common sense and a good work ethic</li> <li>• High level of confidentiality and initiative</li> <li>• Sense of professionalism about your work</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

### NOTE

This job description is not intended to be exhaustive. It is expected that the post holder and CABI will adopt a flexible attitude and accept that the duties may have to be varied according to circumstances, in particular changing corporate requirements and individual development needs.



## EQUAL OPPORTUNITIES

CABI is an equal opportunities employer and welcomes applications from candidates irrespective of age, gender, race, colour, nationality, ethnic or national origin, disability, religion, sexual orientation or marital status. No applicant will be disadvantaged by conditions which cannot be shown to be justified and selection will be based on merit.

## HOW TO APPLY

To apply please send the following to [recruitment@cabi.org](mailto:recruitment@cabi.org) , quoting job reference **58/2016** and stating where you saw this post advertised;

- 1) a detailed covering letter describing how you meet the candidate profile, and to include details of your current remuneration;
- 2) a full Curriculum Vitae;
- 3) the names and contact details of three referees, one of whom must be your current or most recent employer – referees will not be contacted without your prior permission.

**Please note closing date for receipt of applications is Friday 14th July 2017**

**Please also note that candidates that fail to follow the application instructions above may disadvantage their application at the selection stages.**