



An alternative career in finance

Temporary Facilities Officer (Maternity Cover)

Following strong organic growth we are on the lookout for bright individuals to join our team; individuals who are smart, motivated and want to deliver excellence in fund and corporate services.

Since our inception in 2001 we have placed a strong emphasis on the personal and professional development of our employees, providing an opportunity for individuals to truly progress and shine. This investment on the people behind our services has paid off and we are proud to have maintained an industry-leading employee retention rate for over ten years.

To find out more or apply, visit aztecgroupp.co.uk/careers, email careers@aztecgroupp.co.uk or call us on +44 (0) 1534 837562.

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Job Description

Temporary Facilities Officer (Maternity Cover)

Reports to Managing Director

The purpose of the position is to provide generalist support to the senior leadership team in managing the operation of a 100+ staff office and to support the client teams with various administrative tasks.

Key responsibilities:

- + Act as the first point of contact for any visitors to the office, be they internal or external to Aztec
- + Support the office senior leadership team in their ongoing understanding, assessing and delivering their obligations of running the office e.g. health and safety, office security etc.
- + Co-ordinate in-house events such as meetings (internal or external) including prospective or existing client visits
- + Support the office and potentially other Aztec offices with their travel booking requirements
- + Co-ordinate several third-party service provider relationships on behalf of the office e.g. property maintenance, cleaners and caterers
- + Co-ordinate the stock and ordering of various office-related supplies such as stationary and printer ink, ensuring that procurement procedures are followed, and cost-effectiveness is achieved
- + Ensure that all general spaces such as meeting rooms are kept clean and tidy
- + Maintain the diaries and calendars for office meeting room bookings, ensuring that these are used efficiently
- + Support the client facing teams with their document scanning and filing requirements, ensuring that this is appropriately indexed and ordered
- + Ensure that data is archived in accordance with Aztec policies and procedures and retrieving data from archives in response to requests from authorised users
- + Support the office in plans to modify and improve the filing system and/or implement a new filing system in line with Group policy, such as a paperless filing system
- + Be flexible in your approach to perform general office duties as and when requested by your line manager

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Skills, knowledge, expertise:

- + Confidence in communicating politely and effectively with people at all levels is essential
- + Computer literacy skills are essential
- + Knowledge in the use of scanning and Xerox machines is essential
- + Good interpersonal skills are required to develop close working relationships with colleagues, clients and third-party suppliers
- + Attention to detail and good concentration skills are necessary
- + Experience of managing an office of approximately 100 staff is desirable
- + Basic technical knowledge is desirable (relevant in-house training to be provided through the Aztec Academy)

We will provide the training, both in house for relevant technical knowledge and professional qualifications to enhance your professional development. You will need to be quick to learn new systems and great with people, as close working relationships between our colleagues and clients is at the heart of what we do.

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