



# WE NEED YOU

**WE'RE LOOKING FOR**  
FRONT OF HOUSE EXECUTIVE

**LOCATION:**  
London – Old Street

**WORKING HOURS:**  
Monday – Friday 8am – 4pm

**SALARY/DAY RATE/GRADE:**  
£29,000 - £32,000 per annum

**OTHER BENEFITS:**  
Competitive Reward Scheme Bonus, Life Assurance, Discount portal, Aviva Pension, Company Sick Pay, ETHIC Values - Employee of the month: a chance to win a £500 lifestyle voucher!

**CONTACT TYPE:**  
Permanent

**REPORTING INTO:**  
Client Operations Manager

**ROLE TYPE**  
CORE

**CLIENT OPS  
FRONT OF HOUSE  
EXECUTIVE**

## **WE'RE LOOKING FOR AN ORGANISED, GO-TO, MULTITASKER**

As our Front of House Executive, you will play a key role in ensuring the smooth day to day operations of the Brand Partnership Group Office. You will be the first point of contact for clients, visitors, and staff, while also providing essential administrative and operational support to the company directors and the wider Client Operations team. This role combines office management, facilities coordination, and administrative assistance to ensure an efficient and welcoming workplace environment.

## **TO MAKE A REAL DIFFERENCE IN THESE AREAS**

### **RECEPTION & CLIENT INTERACTION**

- Welcome clients, visitors, and staff in a professional and friendly manner
- Answer and redirect incoming calls to the appropriate individuals or departments

### **OFFICE & FACILITIES MANAGEMENT**

- Coordinate office maintenance, repairs, and general upkeep
- Manage office facilities, contractors, and cleaning services
- Maintain office security and provide access control as required
- Ensure a clean, organised, and well-equipped workplace environment

### **ADMINISTRATIVE SUPPORT**

- Support the Board of Directors with administrative tasks and requests as needed
- Assist with scheduling meetings, appointments, and company events
- Maintain organised digital and physical filing systems
- Support onboarding of new employees, including workstation setup and office access

### **FINANCE & PROCUREMENT SUPPORT**

- Help track office budgets and expenses, including processing invoices and purchase orders
- Liaise with vendors, contractors, and service providers
- Monitor and replenish office supplies and equipment, anticipating future needs.
- Process Improvement & Cross-Functional Support
- Contribute to improving office systems, workflows, and communication processes
- Provide support across the Client Operations function, including bookings and purchasing
- Handle incoming and outgoing post, deliveries, and couriers efficiently

CLIENT OPS  
FRONT OF HOUSE  
EXECUTIVE

## OUR IDEAL PERSON & THE ESSENTIALS WE'RE AFTER

- You're experienced in a similar role within a corporate environment.
- You're proficient in Microsoft Office packages, including Teams, Word, Excel, PowerPoint, and Calendar
- You're professional and organised in your approach to work.
- You're outgoing with an engaging personality.
- You're highly organised with excellent attention to detail.
- You're an excellent communicator, able to interact confidently with internal and external stakeholders, employees, and third-party individuals.

**Our ETHIC values are at the core of everything we do, the way we think, the approach we take. These five values are qualities we look for in every single member of the Blue Square team.**

