

Job Title	Office Administrator
Team	Central
Salary	£19,500.00

Overview of role

Orchard is a leading creative agency based in central Cardiff with an aim of bringing ideas to life. The Office Administrator will be responsible for managing the reception area and being the first friendly welcome for those visiting the office.

As the Office Administrator, you will mainly be responsible for answering the incoming calls and directing them to the relevant people within the company. You will also be managing the supplies and general upkeep of the office.

- **The working hours for this role are 9.30 – 6.**
- **A fluent Welsh speaker would be desirable**

To apply, please send a cover letter and your CV to jointheteam@thinkorchard.com by Thursday 30th September.

General responsibilities and duties

- Answering incoming calls and direct them to the correct people, taking messages if needed
- Managing the incoming and outgoing mail
- Greeting and managing all visitors and ensuring procedures are followed.
- Ensuring the office is kept clean and tidy, including the meeting rooms, kitchens, and reception area
- Answering incoming emails and queries
- Keeping the stationery and supplies cupboards well stocked
- Arranging the weekly food and stationary order
- Managing the office carpark
- Preparing the meeting rooms and downstairs spaces before an event
- Closing the office at 6.00
- Liaising with the cleaning company on any matters that need addressing
- Providing general communal space upkeep such as cleaning the surfaces and ensuring tea / coffee is well stocked
- From time to time, you will be asked to provide support to other areas of the business.

PRIME values.

Progressive. Respectful. Imaginative. Mindful. Excellence.