

# Ascend to new heights in Defence Technology Innovation



[www.exsel-group.com](http://www.exsel-group.com)

## INTRODUCTION

Exsel Group stands as a preeminent force in the realm of independent defence technology solutions. We specialise in delivering supreme engineering expertise, advanced technology systems and comprehensive support services where the imperatives of reliability, safety and protection are non-negotiable.

Tracing our legacy back to 1947 in the United Kingdom, Exsel Group has evolved into a multi-faceted organization with a presence across four strategic UK facilities and various locations across the globe. We cater to an international clientele spanning government agencies, defence sectors and commercial enterprises.

## GLOBAL REACH

We are a key operational supplier to UK defence and offer our services globally. This provides our team members with unique opportunities for international travel and engagement. We pride ourselves on delivering exceptional customer service by establishing a robust communication framework with our clients. Our organisational structure is designed to facilitate integrated solutions, managed through proven project management methodologies.

## PURPOSE OF ROLE – Receptionist & Administrator

The successful candidate will undertake reception duties and provide administrative to the Office & Facilities Manager, including support to H&S, HR and Security. The hours of this role are Monday to Thursday 10:00 - 3pm.

## KEY RESPONSIBILITIES

### Job specific responsibilities

- Meet & Greet guests in an efficient, professional and courteous manner
- Answer incoming calls in a timely manner
- Prepare & Clear meeting rooms – arranging lunches and preparing refreshments
- Control, maintenance and ordering of stationery and cleaning supplies
- HR administrative assistance eg absence recording & reporting
- H&S and Facilities Management administrative assistance
- Security administrative assistance
- Control and reconciliation of petty cash
- Noticeboard and event organisation
- Guest accommodation management
- Control, ordering and issue of company work wear
- Assisting with general administration of the office as required

## GENERAL

- Excellent written and verbal communication skills.
- Ability to be flexible and work outside core hours on occasion.
- Travel to other Exsel group sites and occasional overseas travel may be required.
- Must be able to work in the UK without restrictions & meet UK government security vetting criteria.

## HEALTH & SAFETY

- Adhere to all relevant Health and safety procedures and observe safe working practices. All work to be conducted in a safe manner.
- Appropriate Personal Protective Equipment to be used when required.
- All tools and equipment are to be cleared away at the end of a task and work area cleared up before the end of working day.
- To advise your line manager of any Health & Safety issues promptly.



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## COMPETENCIES & SKILLS

- Ability to work flexibly
- Professional
- Can do attitude
- Excellent communication & interpersonal skills
- Ability to prioritise
- Ability to achieve tight deadlines
- The job holder will require a valid driving licence.
- Customer service skills.
- Strong organisational skills with the ability to multi-task and work under pressure.
- Attention to detail

## EXPERIENCE & KNOWLEDGE

- Experience of working within a busy and changeable environment
- Previously worked in administration and reception capacity
- Efficient in Microsoft Office packages and able to receive, monitor and transfer multiple calls using skype.

## EMPLOYEE BENEFITS AND WORKLIFE BALANCE

- Competitive salary.
- Training & development opportunities.
- Apprenticeship programs.
- Company pension.
- Early finish on Fridays.
- Free guest accommodation in various locations (home and aboard).
- Birthday holiday
- Service milestones.
- 25 days holiday, including 3 days Christmas closure, plus Bank Holidays (x8).
- Recruitment Reward Scheme.
- Flexible maternity options after month 9.
- Paid paternity leave.

## CANDIDATE PROFILE

Our employees are the driving force behind our achievements. We invest in their professional growth, and in return, they bring innovation, enthusiasm, and a relentless pursuit of excellence to our operations. We seek individuals who are passionate about making a meaningful impact on the world and believe that a role with us can facilitate that ambition.

We encourage applicants who are also former Armed Forces personnel, Reservists and Cadet Force Volunteers, you will be made very welcome amongst our existing staff, who have shared your past experiences, and have been with us for many years. If you have the skills, mindset, and attributes to make a difference in the business then take the next step in your career by becoming a part of the Exsel Group.

For more information see [www.exsel-group.com](http://www.exsel-group.com), to apply to join our dynamic team, please forward your CV and covering letter to [careers@exsel-group.com](mailto:careers@exsel-group.com)

