**Job Title: Office Manager/Receptionist**

**Department: Human Resources**

**Reports To: Human Resources Manager**

**Location: Lionsgate UK, London**

**Lionsgate is a leading global filmed entertainment studio and is a major producer and distributor of motion pictures, home entertainment, family entertainment, television programming, video-on-demand and digitally delivered content. There is a current opening for the role of Office Manager/Receptionist who will be responsible for the smooth running of the office on a daily basis, supporting the HR function and oversee a team of office runners.**

**KEY RESPONSIBILITIES INCLUDE:**

* Meeting and greeting clients with a welcoming, professional and confident manner, providing extremely high standards of customer service to both clients and co-workers
* Managing the reception switchboard, to ensure the phones are answered in a polite manner, both internally and externally taking messages for absent people and processing promptly
* Managing and organising the boardroom calendar time table, five boardrooms, booking meeting room and rearranging/ expanding boardroom spaces
* Making teas and coffees for external guests when required, ordering lunches/ organise refreshments as necessary. Maintenance of the boardrooms and the small kitchen
* Ensuring the reception area is maintained to a high standard and the desk area kept clean/ all paper/magazines subscriptions are up to date
* Management of office facilities, i.e. supervising the cleaning company, external company orders and office supplies
* Responsible for the management of e-days administration for all employees
* Organising company events or conferences
* Supervising and monitoring the team of runners, i.e.: monitoring office requirements and delegating where appropriate to the runner’s team
* Liaising with IT department, ensuring that health and safety policies are up to date
* Assisting the Human Resources department within day to day HR functions, e.g.:
* Assisting with the recruitment process, i.e. placing advertisements, screening applicants
* Conduct pre-employment background check and candidate’s references when required
* Assisting with the new starter and induction process
* Managing employee reference requests, internal and external when required
* Preparing presentations and reports
* Managing SVP’s Expenses through concur.
* Ad hoc projects when required

**KEY SKILLS REQUIRED:**

* Ability to demonstrate experience in a similar role
* Strong numerical and analytical skills, demonstrating a high level of accuracy and attention to detail.
* Excellent communication skills
* Must be able to work independently while using discretion
* Discreet and able to handle confidential information appropriately with high level of integrity
* The ability to work to tight deadlines
* Ability to work collaboratively and use initiative

***Our objective is to source candidates who demonstrate our global values:***

*Resourcefulness – We redefine what is possible.*

*Innovation – We challenge the status quo in order to foster bold thinking and outcomes.*

*Collaboration – We connect people and ideas to ensure all voices are heard.*

*Inclusiveness – We pursue and embrace diverse talent and perspectives.*

*Empowerment – We equip and entrust our people to cultivate growth and advance our mission.*

*Integrity – We respect all individuals and honour our commitments to one another.*