

Job Description

Job Title : Office Manager / Personal Assistant
Department : Savills Management Resources ("SMR")
Site : Edinburgh St James

Purpose of the role

The Office Manager / PA is to provide administrative and secretarial support to the Project Director and Development Team, including facilitating the needs of all visitors to Edinburgh St James Project Office and the overall responsibility of the running of the Project Office, with a view to providing the same function to the Operational Management Office upon completion of the project

Relationships

- (a) Reports to: Nuveen Project Director / and transferring to the Managing Director of ESJ**
- (b) Responsible for:** Management of the ESJ Project Management Office and PA to Project Director initially and the Management of ESJ Management Office and PA to Managing Director of Edinburgh St James.

Main Duties

1. Organisation and daily administration of the Project office. Including Facilities Management duties, initially under the Nuveen ESJ Development and Operations Co-ordinator.
2. Provision of full and general secretarial support to the Project Director, ESJ Managing Director and Development Team, including diary management, booking travel and processing expenses.
3. Receipt and distribution of mail and e-mails (both incoming and outgoing) ensuring a disciplined filing system.
4. Welcome visitors to Edinburgh St James and ensure they are looked after appropriately.
5. Maintain and record expenditure for the Project Office and Management Offices.
6. Liaise with all Nuveen PA's and Project Team in London.
7. Co-ordinate all Project and Management meetings as and when required.
8. Take meeting minutes.
9. Manage the room bookings and the provision of refreshments.

10. To attend internal or external training/development courses as required as agreed with Savills and the Project Director / Managing Director.
11. Provide professional and precise reports to external and internal parties on behalf of Edinburgh St James.
12. Working with the leasing team to assist with potential occupier visits to the site including meet & greet.
13. Ensure all annual leave is diarised and provided to the Project Office Home Team.
14. Record all Project expenses and provide monthly reconciliations to the Finance Department when required.
15. The establishment of service agreements for the maintenance of all office equipment.

General

1. The Office Manager is a senior member of the Edinburgh St James Project / Management Team. However, in the event of a requirement to clarify or further define responsibilities all queries are to be referred to the Project Director and Managing Director.

Health & Safety

1. To take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work.
2. To co-operate with the Company so far as is necessary to enable the Company to comply fully and at all times with its legal duties regarding health, safety and welfare matters.
3. Never to interfere with or misuse anything provided in the interests of health, safety or welfare.
4. To familiarise yourself with the Company's Health and Safety Policy and to comply fully at all times with the Company's health, safety, welfare and fire arrangements.
5. To report immediately all accidents involving injuries and illness verbally to your immediate superior and a First Aider and make or have made on your behalf, an entry in the Company's Accident Book.
6. Never to use any machinery, work equipment, dangerous substance, transport equipment, system of work or safety device unless you have been authorised to do so and then only in accordance with any training received by you and any instructions provided to you.
7. Never to perform work you are not qualified to do or have not been properly trained for.
8. To inform the Company immediately of any work situation which you reasonably consider represents a serious and immediate danger to health and safety or represents a shortcoming in the Company's arrangements for health and safety.
9. To report to the Company any medical condition you have and any medication or substance you are taking which could affect the safety of yourself or others.
10. To seek medical treatment for all injuries you sustain (no matter how slight they appear).
11. If required to complete and submit or have completed and submit, or have completed and submitted on your behalf, an Accident Report Form.

12. If required, to co-operate fully and promptly with any accident investigation carried out by the Company.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Employee Signature:

Date: