



Guaranty Trust Bank (UK) Limited

ROLE DESCRIPTION

January 2023

JOB TITLE:	Admin and Facilities Assistant
DEPARTMENT:	Facilities and Administration
LOCATION:	London
SM&CR ROLE: (SMF/Cert/Conduct)	Conduct

A BRIEF INTRODUCTION TO GTBANK (UK)

Guaranty Trust Bank (UK) Limited offers both retail and wholesale banking products and services to private, corporate and institutional clients. Our products and services are designed to address the needs of individuals and corporate clients visiting or based in the United Kingdom with business or personal connections in Africa and vice versa.

Guaranty Trust Bank (UK) Limited is a limited company incorporated in England & Wales (05969821). Registered office: 60-62 Margaret Street, London, W1W 8TF. Guaranty Trust Bank (UK) Limited is Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. GTBank and GTBank UK are the trading names of Guaranty Trust Bank (UK) Limited.

For further details, please visit our website: www.gtbankuk.com

SCOPE AND RESPONSIBILITIES

Key Responsibilities

- Working closely with the facilities officer to manage performance/non-performance based contracts with contractors, suppliers, budgets, M&E, health & safety, plumbing, cleaning, security, repairs, etc.
- Getting involved on facilities projects
- Get relevant approvals internally and from the council and landlords to help manage and improve office environment
- Provide facilities and office services operations, manage relationship with key suppliers, and purchase office equipment and furniture.
- To help process all Facilities & Admin related invoices, recording Administration Facilities expenditure on spreadsheets and supply Financial Control with details of invoices paid.
- Managing and ordering office supplies, stationery (including business cards and corporate stationery), janitorial items, kitchen consumables such as organising and storing stationery.
- Ensure that the company complies with all laws and the following risk assessments, overseeing and supervising maintenance visits, contractors, meter readings, arranging for call-outs as necessary.

- Ensuring incoming mails are distributed to relevant departments promptly and DHL / courier mails are dispatched.
- Ensuring that stationary is promptly distributed to all departments and stationary stock and requisition is done weekly and recorded.
- Assisting with planning annual social events i.e. Christmas Party, Family fun day, TGIF
- Working with management to conduct formal health and safety inspections, risk assessments and documenting remedial issues where required
- Covering for the Facilities officer in their absence
- Ad hoc duties as directed by the Head of Facilities & Admin
- Ad hoc duties as directed by the Managing Director
- To cover and work covering reception activities on the Executive Floor whenever the need arise.
- Assist in arranging travel and accommodation for staff members.

KNOWLEDGE & EXPERIENCE

- This entry-level role would be ideal for a recent college graduate or someone with 1 year of professional experience.

KEY ATTRIBUTES

- Possess good customer service skills
- Must be accountable and hardworking
- Possess good communication skills both written and verbal
- Possess good interpersonal skills
- Good IT skills, including a working knowledge of Word, Excel & Outlook.
- The candidate should be able to 'hit the ground running' and be able to use their initiative
- Confident, resilient and committed
- An organised and detailed oriented individual, professional and confident manner, approachable and friendly
- Team player with ability to develop strong relationships

Contact

For more information about this role, please contact HRDept@gtbankuk.com.

This job description is not to be constructed as an exhaustive statement of duties, responsibilities, or requirements. You may be required to perform other job-related duties as reasonably requested by your manager.

GTBank UK is an Equal Opportunities employer.