



Creating great homes together

Role Profile

Position

Workplace Administrator

Reporting to

Workplace Manager

What you can expect

We're a magnificent place to work, where talented and ambitious people enjoy rewarding, purposeful and fulfilling careers in an inspirational environment.

- At Magna, we are committed to your growth and professional journey. We offer ample opportunities for further training and development, empowering you to excel in your career. Our comprehensive benefits package underpins our commitment to your well-being and includes a generous Pension Scheme, Health Care Cash Plan, Wellbeing Portal and Employee Assistance Program. These resources are designed to support both your mental and physical health, ensuring your success in both personal and professional aspects of life.
- We actively support our local communities and encourage employee involvement by offering one paid day per year for volunteer activities alongside access to Credit Union facilities and Colleague Voice. You will also benefit from Company Sick Pay and a competitive annual leave entitlement, which increases progressively with your length of service over the first five years.
- Working with talented and ambitious colleagues.
- Having a voice in the workplace experience.
- Being part of a highly valued team.

What you are known for

- Passionate about delivering an excellent workplace experience.
- Flexible approach and positive nature.
- Enthusiastic about training opportunities.
- Working positively with other colleagues.
- Always looking to improve the colleague experience.

What you take care of

- Providing colleagues and new employees with an orientation to the office and an overview of the workplace.
- Printing of urgent/signed for/recorded letters for colleagues.
- Assisting colleagues with external post system.
- Managing incoming and outgoing post.
- Organising long service awards and expressions of appreciation for colleagues.
- Providing relevant data for colleagues from other teams and presenting data in appropriate formats.
- Assisting with room booking/desk booking processes.
- Undertaking PAT testing of IT equipment for colleagues working from home.
- Providing a positive experience to all colleagues when visiting the office.

What you need to be successful

- A passion for providing an excellent workplace experience.
- A flexible approach to working with colleagues across Magna.
- Exceptional communication and customer service skills.
- Ability to prioritise workload, while working independently or as part of a team.
- Proficient level of IT literacy and administration skills.

Qualifications required

Applicants with transferrable skills are encouraged to apply.

- There are no essential qualifications required for this role. Previous work experience will be advantageous.