

Position Description

Position Title: Receptionist & Office Coordinator
Department: Human Resources
Reports To (Functional Title): Head of Human Resources
Date: June 2019

BASIC PURPOSE/FUNCTION:

The Receptionist & Office Coordinator will represent BrightSphere Investment Group (BSIG) to the external environment and will work closely with all teams on a variety of projects. In the role of Receptionist & Office Coordinator this person will be the first point of contact with affiliates, business partners, visitors, and employees at BSIG. This involves answering the phone in a professional manner and welcoming guests who visit our offices. Additionally, the Receptionist & Office Coordinator will assist the Facilities Team with the management of office space to ensure a professional environment at all times.

Specifically, the Receptionist & Office Coordinator will be primarily responsible for:

<u>PRIMARY DUTIES AND RESPONSIBILITIES:</u>	<u>% of Time</u>
1. Provide a welcoming, positive, and supportive environment for guests and employees while upholding the concierge standards of excellence set for the reception area. This includes ensuring that the reception area is clean, tidy, and in good repair including the Boardroom and kitchen behind reception	25%
2. Manage multiple conference room calendars and partnering with administrative assistants to coordinate meetings as needed. Manage the Security database as well, ensuring all visitors are pre-registered for entrance to the building	20%
3. Serve as an additional resource to HR for various projects (i.e.: candidate scheduling, travel management, expense management, etc.)	20%
4. Office Coordinator responsibilities include the following: ordering office supplies and kitchen supplies (milk, snacks, coffee, fruit, etc.), sorting mail, coordinating maintenance requests, ensuring all kitchens and workrooms are tidy and well stocked. In addition, this role will assist IT with office moves	20%
5. Administration, distribution, and tracking of Matching Gifts, discount movie tickets, museum, and aquarium passes	5%
6. Place and manage corporate stationary and business card orders	5%
7. Maintain information on caterers and food vendors and assist with order placement	5%

The preceding Position Description has been designed to indicate the general nature and level of work performed by employees within this qualification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position.

BrightSphere Investment Group plc is an equal opportunity employer. No employee or applicant shall be discriminated against on the basis of race, color, sex (including pregnancy and gender identity), national origin, age, disability (physical or mental), genetic information, parental status, sexual orientation, marital status, political affiliation or belief, and any other category protected by law.

Position Title: Receptionist & HR Assistant

EDUCATIONAL REQUIREMENTS:

- | | |
|--|---|
| <input type="checkbox"/> High School Diploma or GED | <input type="checkbox"/> Master's degree |
| <input type="checkbox"/> Associate or Technical Degree: | <input type="checkbox"/> Doctorate: Degree |
| <input checked="" type="checkbox"/> Bachelor's degree: Preferred | <input type="checkbox"/> Certificate/License: |

PRIOR WORK EXPERIENCE REQUIRED:

- | | |
|--|---|
| <input type="checkbox"/> Less than 1 Year | <input type="checkbox"/> 5 to 8 Years |
| <input checked="" type="checkbox"/> 1 to 3 Years | <input type="checkbox"/> 8 to 10 Years |
| <input checked="" type="checkbox"/> 3 to 5 Years | <input type="checkbox"/> 10 Years or More |

NECESSARY SKILL SET:

1. Excellent interpersonal and client service skills to effectively interact with all levels of employees, business partners, and clients. A high level of professionalism is expected in all interactions
2. Exceptional attention to detail and strong organizational skills
3. The ability to prioritize and multi-task in a dynamic and fast-paced environment. The ability to remain calm under pressure is critical
4. Excellent Microsoft Office skills, particularly Outlook, Word, and Excel
5. An eagerness to learn about the industry and to make a contribution to the organization

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