



Jersey Development Company

Introduction

Jersey Development Company (JDC) is the Government of Jersey's property development arm. It is responsible for completing the development of the St Helier Waterfront and regenerating Government owned property no longer required for the delivery of public services.

JDC is investing in the Island's future with a mission to be the Government of Jersey's trusted partner, for regeneration and strategic property development in order to deliver a financial, social and environmental contribution to Jersey and its people. Our investments are creating jobs, housing and infrastructure to support Jersey's economy.

JDC has a proven track record of delivering exemplary buildings that positively add to the built environment as well as delivering extensive new areas of high-quality public realm. The successful completion of College Gardens evidences the Company's abilities in the residential market and the delivery of IFC 1 and IFC 5, we achieved the highest quality office accommodation in the Channel Islands.

The Company has an exciting pipeline of projects which includes delivering the largest current residential development in the market – Horizon – 280 apartments overlooking Elizabeth Marina at the Waterfront. Also, the delivery of a compelling residential/mixed-use Waterfront that is recognised internationally as an exemplar in sustainability, landscaping and architecture that is targeting the delivery of 1,000 new homes. We are also in the design stage for 150 apartments in a sustainable residential development at South Hill designed to achieve the highest environmental standards and enhancing the surrounding public realm, improving pedestrian and cycle connectivity.

The Company is at an exciting juncture with a significant upscaling of its development activity and a strong forward pipeline that is targeting the delivery of 1,500 new apartments over the next decade, as well as the delivery of further office buildings at the IFC.



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Position Description

Position Title:	Office Administrator/Receptionist
Reports to:	Office Manager
Organisation:	Jersey Development Company

Purpose of the Position

To provide administrative, secretarial and clerical support to the Directors and Managers in the office. To maintain an efficient office environment and be the primary point of contact for any client issues, to include the car parks operated by the Company.

Main Job Tasks and Responsibilities

Provides administrative, secretarial and clerical support to Office Manager, Directors and Managers in the office to maintain an efficient office environment and be the primary point of contact for any client issues including car parks operated by the Company.

- Reception duties - answer the main office line and transfer to the appropriate staff member
- Take and distribute accurate messages
- Greet public and clients and direct them to the correct staff member
- Coordinate messenger and courier services when required
- Prepare outgoing mail for distribution
- Retrieve information when requested from archive
- Be the main point of contact for car park queries relating to car parks operated by the Company. Resolve any queries or if not capable of being resolved, communicate matter to the Estate Manager
- Update and maintain contacts database
- Keep office area clean and tidy (including washing up as appropriate during the day but recognising that a cleaning company services the office every evening)
- Assist with staff event planning and implementation
- Monitor and maintain office supplies
- Ensure office equipment is properly maintained and serviced
- Perform work related errands as requested such as going to the post office and bank or to purchase refreshments



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- Prepare teas & coffees for other staff members and for client / board meetings
- Prepare meeting rooms and clear up after meetings. Order lunch from caterers if required
- The above list is not exhaustive and being part of a small team there is likely to be other tasks to be undertaken from time to time
- Responsible for safe custody & archive filing.

Document Control – Office and Projects

Under the instruction of the project management team, undertake various functions related to document control, document archiving, document scanning, document imaging and support maintenance of document register for Projects.

- Ensure proper document classification, sorting, filing and proper archiving.
- Receive, sort and distribute incoming mail
- Fax, scan and copy documents
- Assist in copying and compilation of documentation for external use

Education and Experience

- Business college training an advantage
- Previous office experience an advantage
- Excellent computer skills in MS Office,
- Internet skills including use of e-mails, group messaging and data collection
- Numeracy and literacy skills

Key Competencies

- Excellent level of customer service
- Self-motivated
- Personable
- Excellent verbal and written communication skills
- Work management and prioritizing skills



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- Team player
- Proactive attitude
- Good technical understanding and can pick up new skills/tools quickly.
- Attention to detail
- Flexibility
- Reliability
- Discretion