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Front of House

One Avenue are looking for a personable and dedicated Front of House member to join our growing operations department. One Avenue is home to hundreds of businesses across the heart of London, but we have only just begun our expansion, with plans to increase the offices within our collection, providing workspaces that value, support and reflect businesses. As a Front of House member at One Avenue, you will play a crucial role in delivering our world class service, organising events, delivering office designs and general administrative duties to ensure a seamless running of businesses in our space. We bring hotel hospitality to the serviced office industry, with the finest personalised service and bespoke offerings, think of us as the Four Seasons of the office world.

If you are interested in advancing your career in a fast-growing, enjoyable and award-winning company, then read on...

What We Offer You:

We understand the importance of our employees, which is why we show our appreciation in a number of ways...

Social Benefits

- Discounts with partnership companies, including luxury hotels and restaurants
- Annual employee weekend getaway
- Regular social celebrations

Wellbeing Benefits

- Employee Assistance Programme with 24/7 mental health support
- Complimentary access to on-site gym with a private personal trainer

Progression and Growth Benefits

- Training and career development events
- Enrolment on the One Avenue Academy

Monetary Benefits

- Competitive salary
- Enhanced pension scheme

What You Will Do:

As a Front of House member your main objective is to deliver One Avenue's award-winning, world class service to our clients, being an extension of their business. You will work alongside a growing team of Front of House Members, while reporting to the General Manager. Some of your key responsibilities will include:

- **Assisting with administrative requests** – with our operations department being an extension of our client's businesses, it is important we deal with client request in a timely and professional manner, while adding a personal touch
- **Client move in and outs** – with a growing collection, we have a high demand for our office spaces. Our front of house team works to assist with client move in and outs. This includes, design, IT, facilities and onboarding services

- **Designing of office spaces** – as a luxury brand, we provide a bespoke office design service, you will be given design projects, allowing you to develop your interior design skills
- **Organising client events** – part of our concierge service is hosting client events, which you and your front of house colleagues are given autonomy to organise, creating a luxurious experience for our clients.
- **Upholding building standards** – conducting regular building checks, ensuring the space is exceptional at all times, allowing clients to work in a space for success.

You will be:

- Driven and **ambitious**, wanting to progress and succeed within your time at One Avenue
- **Personable**, able to build relationships with a wide range of clients
- Strong **communication** skills, both within a verbal and written context
- **Experienced**, in a hospitality led role is desirable
- **Innovative** thinker, with ideas to improve the service within your office centre
- Desire to uphold **high standards** within a luxurious workplace
- Able to work in a fast-paced and **dynamic** working environment
- Well presented, **client facing** and ability to represent a world class brand

Our Story:

As the Commercial Real Estate Company of the Year, One Avenue are renowned in the industry for providing a world class service to our clients, with a dedicated complimentary concierge team and bespoke workspaces, creating a truly unique experience for all those at One Avenue. While each of our office spaces vary in design, style and clients, all of our workspaces have hospitality at its heart, along with a few signature touches, like our whisky and chessboards.

Our values are at the heart of everything we do, all our employees embody our values throughout their day-to-day duties and their career at One Avenue. Attitude, Problem Solving and going Above and Beyond are the core foundations of what One Avenue was founded upon and operate by. We ensure our employees are always content, inspired and respected, creating the perfect working environment to succeed.

With numerous awards and accolades, we understand that our success is down to our people. We take pride in the service we provide and the people who make it happen, which is why we continually invest and reward our employees. As a result of our recent growth, we are now on the search for new talent to join our growing team.

Additional Information:

Location: Central London

Working Hours: You will be required to work the hours necessary to fulfil your duties and in any event work no less than 40 hours per week.