



## **Group Admin & Facilities Coordinator**

We have an exciting opportunity for an enthusiastic and detail-oriented individual to join our team as an Admin and Facilities Coordinator. This role is pivotal in providing administrative support to our CEO, managing the facilities and site operations of our head office, supporting with internal and external events, and contributing to our Work Beautiful commitment.

Sanderson Design Group is a dynamic and innovative organisation committed to excellence in its industry. Our head office in Chiswick serves as the central hub for our operations, where we prioritise the well-being and engagement of our employees, while fostering talent and cultivating an inclusive culture. We are a collective of luxury interior brands, each with a special role to play, and two manufacturing brands (Anstey Wallpaper Company and Standfast & Barracks). At Sanderson Design Group, we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, and Scion and our purpose is 'to bring the beautiful into people's homes and lives'.

### **Responsibilities**

#### Facilities and Site Management Support:

- Key liaison with building maintenance, contractors, and cleaners to ensure smooth operation of the site as required
- Conduct site inductions for new employees to familiarise them with site-specific practices and procedures as required
- Ensure health and safety protocols are up to date and implemented effectively throughout the site as required
- Manage the post room and oversee stationary orders to maintain adequate supplies for the office's daily operations as required

#### Events and Initiatives:

- Greet visitors onsite at Chiswick and support managing their visit in conjunction with showroom team and Corporate PR
- Support with the planning and execution of employee events and conferences, including seasonal events
- Coordinate group-wide initiatives and support the People Team on People initiatives

#### Community Engagement:

- Manage community groups across sites, ensuring alignment on wellbeing and community priorities and coordinating group-wide activities
- Lead the Voysey House Community Group to oversee site activities, fostering a strong community spirit, and ensuring remote employees feel included and connected to the community
- Own the Group Wellness Calendar, creating and publishing content monthly for employees
- Support the Mental Health First Aider community across all sites

#### Administration Support:

- Support with the management of CEO's diary and appointments as required
- Support with coordination of monthly leadership meetings, including minute-taking



- Liaison with key stakeholders
- Handle general administrative duties such as expenses, catering arrangements, and internal meetings
- Support on ad-hoc projects as required
- Assist in onboarding new senior management hires

### **Experience & Skills**

- Previous experience in facilities management welcomed
- High level of competency in administrative tasks with experience in providing PA support preferred
- Strong communication skills and the ability to interact effectively with individuals at all levels
- Proactive approach to problem-solving and task management
- Ability to work collaboratively in a fast-paced environment
- Enthusiasm for learning and contributing to a positive work culture

**Work Beautiful Commitment:** At Sanderson Design Group, we are committed to Work Beautiful, where people are at the heart of everything we do. The successful candidate will contribute to fostering a positive work environment and embodying our core values to be respectful, intrepid, and imaginative. We are committed to creating a workplace where every individual is valued, empowered, and inspired to achieve their best.

**Application Process:** To apply for this position, please submit your resume/CV along with a cover letter outlining your relevant experience and why you are interested in joining our team. We look forward to receiving your application and welcoming you to Sanderson Design Group.

**Note:** This job description is intended to convey information essential to understanding the scope of the role. It may be subject to change based on business needs and organizational priorities.

To apply, please send your CV to [jobs@sandersondesigngroup.com](mailto:jobs@sandersondesigngroup.com)

### **About us**

Sanderson Design Group is an international luxury interior furnishings company that designs, manufactures and markets wallpapers and fabrics together with a wide range of ancillary interior products.

In 2020, we brought our portfolio of brands home to Sanderson Design Group, evoking the combined longevity and prodigious creative history of our brands. Sanderson Design Group describes the ebullience of our past endeavours. It sketches the outline of our future. A collective of quintessentially British luxury interior brands and 2 manufacturing brands, at Sanderson Design Group we are Sanderson, Morris & Co., Zoffany, Harlequin, Clarke & Clarke, Scion, Anstey Wallpaper Company and Standfast & Barracks.



Our purpose is "To bring the Beautiful into People's Homes and Lives". This has defined and shaped our brands since our very earliest days. The oldest brand in our arsenal, from where we derive the namesake of our group, began life in 1860, as an importer of fine French wallpapers to London. Arthur Sanderson & Sons Ltd played a pivotal role in defining English interior decoration tastes and its early success led to displaying designs at London's finest showroom, at Berners Street. Around this time in 1924, Arthur Sanderson & Sons Ltd were awarded The Royal Warrant, becoming "purveyors of wallpaper and paint" to the court of George V.

We recognise that each one of our brands contributes a unique chapter to our story. It is why we represent the full spectrum of British interior design, catering from cutting-edge sleek modern styles, to the hearty warmth of traditional forms. Our decision to rebrand as Sanderson Design Group in 2020 is our way of paying homage to our rich history, as well as marking our path towards a new future. As custodians of over 160 years of design experience, we are proud to Bring the Beautiful into People's Homes and Lives. We are Sanderson Design Group.