## DAVID JOSEPH HIERONS

**29 Pownall Road, Colchester CO2 7RD**

**Nationality** British **Mobile** 07900187876 **E-Mail** david.hierons@yahoo.co.uk

**Professional Profile**

Extensive work and life experiences, confident with sound inter-personal skills and organisational ability. A friendly solution oriented person with a willingness to embrace change and challenges, impart and acquire knowledge.

I offer a stable, well rounded, energetic and focussed approach to office administration and facilities management.

**Key Areas of Expertise**

Office management, Administration, Managerial support, Systems, Solutions, Project Management, Moves, Procurement, Facilities Co-ordination, Health & Safety, Ergonomic Assessments, events.

**Recent achievements**

* At DTCC I owned and delivered a project to generate £20000 of savings during 2017. This was achieved by reducing aircon operation hours, reducing LED lighting levels and changing type of vending supplies.
* At DTCC I also owned and delivered the 7th floor replacement LED lighting project in 4 months (December 2017-March 2018) on time and budget, at a cost of £120000. The Eco friendly project will raise a generous tax refund and generate savings on energy and lamps of at least £15000 per annum.

**IT Skills**

**Basic** MS Project; Visio; SAP; MAC; Photo Studio; Photoshop, JD Edwards, Lotus notes, GEP, Tririga

**Int** Open Office Suite; Microsoft Office, Outlook; Concur, SAFE, Intranet, Metastorm

##### Work experience (Starting from present)

## 26 November 2018 - current Office Co-ordinator( short contract) Lepra, Colchester

## (Charitable organisation working to beat Leprosy)

* General office administration, mail room, assisting Human Resources with recruitment, interviews and inductions, assisting marketing and fundraising teams, managing meeting and store rooms, procurement - including leaflets and more, space planning, office moves, floor layouts, contact lists, building access - fobs, parking control.
* Co-ordinate facilities and small works, services - cleaning, M&E, confidential waste, recycling, Fire Marshall, fire alarm test, H&S co-ordination.

## 30 March 2018 to 25 November 2018 Colchester

## After leaving DTCC on redundancy at the end of March 2018 I took time out for personal projects and some community work, then began actively searching for a new role.

## Note: continuous service from 1 May 2007 to 29 March 2018 - company went through name changes.

## 29 Sep 2015 to 29 March 2018 Senior Office Administrator DTCC Europe Ltd, London

## (Financial Services Company)

* Lead, point of contact in London for health and safety, DSE assessments, office admin, purchases, office supplies, vending units and supplies, furniture, post, deliveries, services
* Co-ordinate Facilities and services for the London office (160+ people) - cleaning, M&E, confidential waste, recycling, pest control
* Liaising with the Broadgate Quarter building team re building services, including reception and security
* Manage, maintain and distribute the floor layouts and contact list
* Co-ordination of space planning, desk allocation, office moves
* Facilitation for new vendor sign off and setup in GEP; administration of existing vendors
* Assigning tasks, co-ordinating activities of the handyman seconded from Optimum to DTCC

**Functions until October 2017 - managed by DTCC security services**

* + Access passes for the building, liaising with security and DTCC floor access passes.

Work experience (continued)

## Jan 2010 to Sep 2015 Senior Office Administrator OMGEO LTD, EMEA, London. Acquired by DTCC Europe

(Financial Services/ Software Solutions Company)

* Co-ordinate Facilities for London (100 people), liaising with the Thomson Reuters Facilities team and contractors
* Lead, point of contact for health and safety, DSE, office admin, purchases, office supplies, furniture, printing
* Administration induction for all new starters and On boarding Co-ordinator for the region
* Functional support, including travel and expenses for 30 people and Director (Portman, Concur, SAFE systems)
* Manage and maintain the floor layout and contact list; distribution of these
* Co-ordination of space planning, desk and telephone allocation, office moves
* Shared maintenance of Development SharePoint site and Administration SharePoint sites
* Member of BCM and Incident Response teams; Fire warden
* Facilitation for new vendor sign off and setup; administration of existing vendors
* Liaison with Manila Accounts Payable office for bank accounts and outstanding invoices

## Sep 2008 – Dec 2009 Office Manager ProtoColl, London. A Division of Omgeo LLC

(Software Company – now part of Omgeo)

* Managed the transition process for Allustra Limited and Allustra Inc (rebranded as ProtoColl), following the takeover by Omgeo, .continuing with the same responsibilities as before, taking on the following additional tasks:
  + Liaison with Omgeo London, Omgeo USA, Allustra directors, staff, other role players, building agents
  + Co-ordinate and implement all Omgeo policies and processes on an ongoing basis

## 1 May 2007 – Sep 2008 Office Manager ALLUSTRA LTD, London (now ProtoColl, division of Omgeo)

(Software Company)

* Manage Office administration, including Human Resources, Health and Safety, Employee handbook
* Manage payments, reconciliations, budgets for the UK and USA
* Schedule all office contract renewals and assessments; manage facilities and liaison with the building agents
* Ordering of equipment, office supplies; manage office security
* Research, negotiate, finalise and obtain insurance cover for the company and the board of director’s
* Liaison with directors, staff and other relevant role players including accountants, insurers, building agents

**Feb 2007 - Mar 2007 Accounts (Temp) JOHN WILEY & SONS, Chichester, Sussex**

**Jul 2006 - Jan 2007 CRS- Supply Chain UNILEVER UK Foods, Crawley, Sussex**

**Jan 2006 - Mar 2006 Accounts (Contract) UNILEVER SA, Durban, South Africa**

**Oct 2005 - Jan 2006 Billing (Contract) BRITISH TELECOM, Durban, South Africa**

**Apr 2005 - Sep 2005 Unemployed Caring for my (now late) mother, Durban, South Africa**

**Nov 2004 - Mar 2005 Clerk (Temp) CILIP (Library & Info) London, England**

**Jul 2002-Oct 2004 Production/ Studio Manager CHART STUDIO Publishing, South Africa**

**Jan-Jun 2002 Office Manager CHART STUDIO PUBLISHING, Durban, South Africa**

**2000–2001 Consultant SELF EMPLOYED, Durban, South Africa**

**1984-1999 Various DEPT OF WATER AFFAIRS, Durban, South Africa**

**1983 Cinema Manager STER KINEKOR, South Africa**

**1980–1982 Import Manager A.D.B.McGREGOR & CO, South Africa**

**1979 Entry Clerk RENNIES SHIPPING, South Africa**

**1975-1978 Admin Assistant DEPT OF CUSTOMS, South Africa**

### **Education**

**Matric/ Grade 12 (A Levels) Brettonwood High, Durban, South Africa**

(English; Mathematics; Accountancy; Physical Science; Geography; Afrikaans)

**IAC Diploma (part completed) Technikon, Kwazulu-Natal, South Africa**

**Basic DBS check completed November 2018**

**Community Work and interests**

* Supporting charities. Fundraising efforts for those in need.
* Theatre, music, reading, photography, art, drawing, writing, walking, travel

**Referees**

Excellent referees are available on request.