

Job Description – Office Coordinator

Reports to:
HR Manager

Direct Reports:
None

Role Purpose

The Office Coordinator is responsible for ensuring the efficient operation of the office by handling a variety of administrative, organisational, and operational tasks. This role requires a detail-oriented, organised individual who can manage multiple duties and provide support to staff and management. The Office Coordinator acts as a key point of contact for office-related issues, helping to maintain a positive, productive, and smooth office environment.

To live and breathe our values and ensure they are at the heart of all business relationships and decisions.

Key Role Responsibilities

- Oversee daily office operations, including managing office supplies, equipment, and facilities. Ensure the office is organised, and well-stocked, and maintains a professional atmosphere.
- Provide administrative assistance to management and staff, including scheduling meetings and managing calendars.
- Manage relationships with external vendors and service providers (e.g., office supplies, maintenance, IT support), ensuring contracts are up to date and services are being delivered as expected.
- Coordinate building maintenance, repairs, and office cleanliness. Ensure compliance with safety and health regulations.
- Assist in organising office events, meetings, and team-building activities. This includes handling logistics, catering, travel arrangements, and booking venues if necessary.
- Maintain office files, records, and documentation, both digitally and physically, ensuring organisation, accessibility, and security.
- Provide support for the HR Manager with new hires by assisting with onboarding processes, managing office seating arrangements, and ensuring they have the necessary equipment and tools.
- Assist with office budget management, tracking office-related expenses, and providing reports to senior management as needed.
- Help maintain a safe work environment by ensuring that all safety protocols are followed and addressing potential hazards.
- Administrative tasks such as printing/scanning.
- Company collateral (i.e. Organisational chart / A-Z telephone list)

Required Competencies

- **Accountability** – Being accountable for one's own actions; taking ownership of work.

- **Attention to detail** – The ability to process detailed information effectively and consistently.
- **Initiative** – The ability to recognise and create opportunities and to act accordingly, rather than starting something and waiting passively for it to happen.
- **Integrity** – Adherence to the standards, values and rules of conduct associated with the position and culture within the workplace, being trusted and respected.
- **Planning and Organising** – The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals.
- **Stress Management** – The ability to work under pressure and in adversity.
- **Organisation Sensitivity** -Showing awareness of the consequences of one's choices, decisions and actions for parts of the entire organisation.
- **Identification from Management** – The ability and willingness to understand, accept, and carry out decisions and measures from managers.

Experience

- Previous administrative or office support role.

Skills & Qualifications

- Strong communication skills across multiple stakeholders.
- PC literacy including Excel, PowerPoint & Word.
- Strong organisational skills.
- Able to work under pressure at a fast pace with ever-moving timelines.
- Ability to multitask and prioritise.

Work Hours and Benefits

- Work Hours: part time 2/3 days – can be flexible on the hours (Based in Swindon)
- Holiday Entitlement: TBC upon agreed hours

Other Benefits:

- Company laptop
- Long Service Recognition Scheme
- Monthly and Annual Employee Awards
- Flexible Holiday Purchase Scheme
- Death in Service Life Insurance
- Access to travel and hospitality discounts
- Cycle to Work Scheme

Our Company Values

Elegant | Together | Innovative | Real | Focused