Office Co-Ordinator

## Job details

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| **Job title:** | Office Co-ordinator |
| **Department:** | Facilities  |
| **Location:** | Bury St Edmunds |
| **Reporting to:** **(job title only)** | Facilities manager |
| **Direct reports:** **(job title only)** | N/A |
| **Job purpose:** | To provide administration and facilities support |
| **Role and Responsibilities:** | Operational* Facilities management at Head Office and remote facilities support for other centres.
* To unlock and lock up the building in Bury St Edmunds
* Act as a main point of contact for any building facility requirements
* Managing any courier requests.
* Sorting and Logging incoming post and distributing to relevant departments.
* To manage the post inbox to ensure all post is sent out within a timely manner and to the relevant parties.
* To complete the post run in the evening and taken to a post office.
* To manage the central purchasing, ordering stationary, clinical supplies etc for head office and ensure we keep above our stock levels.
* Supporting the NSC team to action postroom where requested to ensure we meet SLA and maintaining accuracy
* To carry out any other duties as required.
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| **Additional information:** |  |

## Person specification

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| **Experience** | Administrative |  |
| **Skills/knowledge** | ConfidentialityExcellent written and verbal English |  |
| **Specialist training** | Skilled in Microsoft office (specifically word, outlook and excel) |  |
| **Personal competencies and qualities** | Must be legally entitled to accept and perform work in the UKHighly organisedAdaptableCan do attitudeApproachable |  |

# Version Control

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| Owner: |  | Review: | Annually | Classification: | 1 (Proprietary) |
| Author: |  | Version: | V1.1 | Status: | PUBLISHED |
| Date Published: | 31/07/20 | Code: |   |  |  |

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| Version: | Date: | Summary of Changes |
| 1 | 31/07/20 |  |
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