



Commercial Co-Ordinator (Voids)

Reports to: Operations Manager (Voids)

The part I play at Bromford Flagship LiveWest to enable people to thrive is:

I am here to organise the operational administration and assist in the project management of void properties within BFL Services East whilst working collaboratively with other departments within BFL, subcontractors and third parties.

To provide exceptional support to the everyday functioning of the empty homes service as well as continuously working to improve its delivery, efficiency and the integrity of its data. I will be proactive in ensuring compliance standards are consistently met. I will form and maintain relationships through clear, reliable communication and by chairing and attending regular meetings with internal and external stakeholders.

Through constant review of core systems and by efficiently updating information, I will ensure the value and validity of the data held. I will produce quality reporting, analyse the findings and apply these to inform strategic planning. I will confidently use a variety of software to carry out administrative tasks and apply my knowledge to inform system configuration updates.

My skills and experience include:

I am computer literate with experience of databases and the Microsoft suite of systems.

I have experience in project and data management, dealing with a varied workload and have strong organizational skills.

I am a confident communicator, both written and verbal, including having challenging conversations and tailoring my communication methods according to different situations.

The skills I will develop include:

Understanding and familiarity of systems and processes within the empty homes service.

A working knowledge of data handling, analysis and how this can inform strategic planning.