Workplace Coordinator

Reports to: Workplace and Project Manager

The part I play at Flagship Group to help solve the housing crisis is:

To support the Workplace and Project Manager in the delivery of a high-quality facilities service and workplace experience across the Group. A key part of my role is developing effective relationships with internal stakeholders, supporting them with problem solving and enhancing the workplace experience in person across our estate, covering Norfolk, Suffolk and Essex.

I coordinate business support services to the Group and collaborate with the wider Facilities and Workplaces team. This includes effective coordination of key workplace systems and contracts, such as security access and hybrid mailing, to ensure high levels of service are maintained and that we are spending money wisely. I help to maintain brand identity and values in our workplaces, including, internally hosted events, and sharing staff wide communications in relation to our workplaces when required.

My skills and experience include:

I possess exceptional interpersonal and communication skills. I'm a confident communicator, enabling me to communicate with a range of stakeholders. I'm organised with a strong background in administration, with strong attention to detail and I'm able to work under my own initiative.

I'm proficient in working efficiently under tight deadlines and in fast-paced environments. I've an understanding of the Facilities function in the workplace and ideally have previous experience in a similar role. I'm a proactive individual, constantly looking for ways to improve ways of working. I am experienced in using Microsoft Office Suite as well as diary organisation, I'm adaptable and have a flexible approach.

I'm educated to GCSE level or equivalent.

I hold a full UK Driving License.

The skills I will develop include:

Ongoing personal and professional development through our Bromford Flagship Academy. Building relationships across all areas of the business and externally. Continuous improvement.

Flagship Group Values:

Delivering Outstanding Customer Service

Great People Doing Great Things

Relentlessly Improving Performance

Spending Money Wisely