

Role Title: **Site Co-Ordinator**
Department: **Customer Operations**

About the role

The Utilities Team have an office and contact centre hub at Chipping Norton, Oxfordshire and we require a responsible, pro-active and flexible Site Co-ordinator for H&S, desk and meeting room bookings, and to support the senior management Team with a high-level organisation making sure it is a clean, secure, safe and pleasant workspace for all colleagues.

What you'll be doing

- Oversee the Chipping Norton office to Midcounties Co-op H&S guidelines including:
 - To support the Induction of new colleagues
 - DSE Assessments
 - Ensuring Fire Marshals and First Aider certificates are up to date
- Organise Security and Key Holding (third party provider) for Chipping Norton office
- Purchase stationery, other office equipment, and other office requirements as directed
- Organise office sundries, ensuring supplies are kept fully stocked and records of spend maintained
- Make sure that the visitor and colleague logging into the office procedures are followed (signing in/out, issue of visitors' badges, informing of H&S procedures)
- Arrange external/internal meetings including provision of refreshments where necessary
- Raise purchase orders and retain records for Finance department
- Manage daily post inbound and outbound including SIM card postage
- Co-ordinate Facilities for the Chipping Norton office including any training workshops in support of the Service Manager, CX Manager and Team Leaders
- In addition, all employees are expected to work within the terms of their contract of employment and adhere to Society policies and procedures

Scope

Reports to: **Customer Operations**

Direct Report: n/a

Manages budgets: n/a

Internal and External Relationships

Chief Operating Officer
Head of Commercial Operations
Team Leaders CX
H&S Team, Midcounties Head Office

About You

Essential experience including:

- Previous Site ownership role would be preferred
- Excellent communication skills both written and spoken with a good eye for detail
- Excellent organisational skills with an energetic approach
- Proficiency in the use of MS Office; Word; Excel; PowerPoint
- Located close to the office in the immediate Chipping Norton area
- Driving license and transport required

Behaviours:

- Proactive
- Keen to learn and deliver improvements
- Able to take responsibility
- Gets things right first time
- Team worker