



Job description

Name:

Job title: Office Coordinator

Reporting to: Operations Director

Location: 60 High Street, Wellington, TA21 8RD

Overview

To support the efficient and smooth running of all group firms' offices.

This role will operate across all financial services companies within the Langley Marsh Group. Currently Chetwood Wealth Management Limited, Darnells Wealth Management Limited, Ermin Fosse Financial Management Limited.

The main place of work for this role is the Chetwood Wealth Management office in Wellington.

Responsibilities

- Coordinate the groups company cars. This includes the ordering of new vehicles and renewing leases, organising maintenance (routine and repairs), renewing fleet insurance and breakdown cover.
- Renew all Utilities contracts as required, this includes gas and electricity contracts.
- Manage all other office contracts such as the office cleaners, sanitary waste disposal and confidential waste (and others as required).
- Manage the groups printer contracts (currently with Konica), franking machine contracts and heat binding machine contracts. This includes dealing with renewals.
- Arrange Office repairs and maintenance as required. Where the offices are leased, correspond with landlord / property managers as required.
- Manage office closures and office openings, to include arranging satellite offices /co-working spaces as required.
- Manage all parking permits, ensure they are renewed in a timely manner and purchase additional permits where required.
- Manage the groups cloud based/VOIP phone system (currently Horizon). To include adding new joiners, ordering hardware, coordinating system issues.
- Maintain and manage the relationship with the groups IT support provider (currently IT Champion). – including processing starter / leaver forms, ordering new / replacement hardware, managing any issues as and when they arise.
- Organise company parties as required, to include corresponding with the venue, gathering menu choices, organising transport and other activities as required.

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- Monitor (and approve) expenditure on stationery, company branded items such as headed paper and brochures and other office consumables.

Knowledge, Skills, Experience

- Demonstrate practical awareness and knowledge of how office environments operate.
- Analytical in solving tasks with a keen attention for detail.
- Possess excellent organisational and time management skills with an ability to work under pressure and prioritise
- Deliver effective and positive communication, and demonstrate competent use of IT.

Attitude & behaviour

- Desire to complete tasks to the highest standards and in a timely fashion, taking ownership and accountability for own actions
- A positive and proactive approach to work and a desire to help and support the wider team
- Calm and considered outlook in approach to problem solving