Keeping drivers driving

Job Description
Property Services Coordinator

Location:	Office/Home Based	Department:	Property
Level:	Team Member	Line Manager:	Property Services Manager

Primary Purpose and Function

To deliver effective Property Management services across all AX group locations reporting directly to and deputising for the Property Services Manager

Key Accountabilities

- To source services from suppliers in a timely and cost-effective manner
- Maintain partner relationships, providing support for contracts renewals, ensuring service reviews to ensure service continuity
- To coordinate / schedule and manage contract services, ensuring that both parties adhere to contractual conditions
- To maintain and monitor excellent working relationships with all suppliers and contractors
- To conduct market analysis and obtain contractor quotes for services, and applying stringent cost management
- To be responsible for the flow of raising purchase orders / signoff for these and the invoice approval
- To monitor and control spend against agreed budgets
- To take ownership for projects and other activities. Such may include office moves, refurbishments, building works, acquisitions, and disposals and day to day property maintenance
- To attend deal with and resolve any property problems across all sites in a timely manner
- To survey any issues and where applicable conduct supplier meetings whilst on other AX group sites
- To work alongside the Health and Safety Coordinator to ensure compliance with relevant Health and Safety legislation and the requirements of the AX Company Policy
- To develop property services to ensure an ever-improving service to all staff and visitors alike
- Observing and complying with GDPR
- To achieve objectives and targets set
- Carry out reasonable tasks as requested by your line Manager.

Personal Specifications

- Demonstrable experience in a similar role, working within a fast paced, customer focused environment
- Desire and commitment to learn new skills to achieve professional and personal growth (which may include both internal and external training where appropriate)
- Strong interpersonal skills, diplomatic and approachable
- Adaptable and proactive, able to work in a standalone role and manage own workload
- Effectively able to react to business change in a timely manner
- Works with autonomy and proactively suggesting better processes
- Excellent attention to detail
- Tenacious self-starter who is results orientated
- Team player with the ability to work and liaise with people at all levels
- Able to work in a highly pressurised environment using multi-tasking capabilities with the ability to prioritise and organise own workload
- Willingness to be a First Aider and Fire Marshal (training will be provided) as part of a team with responsibility colleagues and premises
- Ability to communicate and negotiate confidently with all stakeholders including colleagues' suppliers and contractors
- Willingness to travel to all locations (as required) with the potential for overnight stays – must maintain a valid UK Drivers Licence
- Demonstrate behaviour in line with Company values; Always Respectful, Inspired to Innovate, Delivering Delight and Fully Accountable.