

## Facilities Services Coordinator

[Apply Now](#)

Company: First Military Recruitment Ltd

Location: Harwell

Category: management

MS467 - Facilities Services Coordinator

Location: Harwell, Oxfordshire

Salary: £35,000 - £45,000 per annum

Overview: First Military Recruitment are currently supporting one of our established and expanding businesses in the search for a Facilities Services Coordinator.

Our client is keen to offer opportunities to Ex-Military personnel, but all applications will be considered.

### Duties and Responsibilities:

In close collaboration with another representative, coordinate and supervise events in a Conference Centre. Specifically interact with key event requestors on detailing the on site logistics, set up for exhibitions and liaise with service stakeholders (e.g. IT, VideoConfering, AV etc).

Coordinate the FM on site activities for the preparation of special events.

Coordinate and support AudioVisual system development and operations in the CC.

Support the catering service development.

Coordination of complex user requests related to FM services.

Coordinate inputs to further evolution of the CC services, event types, communications with stakeholders and CC specific website.

Ad-hoc support to Head of FM Service.

Coordinate in close collaboration with FM the implementation of ad-hoc projects with third party companies.

Organize the implementation of accommodation requests from onsite personnel.

Skills and Qualifications:

FM experience (Essential).

Ability to prioritise work effectively to meet business requirements with demonstrable planning and organisational skills.

Attention to detail and high level of accuracy.

A desire to develop as an individual, willing to embrace new challenges.

Experience of administration duties.

Excellent computer skills with a good knowledge of Microsoft Office software required.

Excellent customer services skills to offer help and support at all levels.

A DBS check may be required for this role which the successful applicant will need to apply for and provide evidence of on appointment of the position.

[Apply Now](#)

#### **Cross References and Citations:**

**1. Facilities Services Coordinator UnitedarabemiratesjobsJobs Harwell**

**Unitedarabemiratesjobs** ↗

**2. Facilities Services Coordinator GulfjobscentraJobs HarwellGulfjobscentral** ↗

**3. Facilities Services Coordinator TheflexiblejobsJobs HarwellTheflexiblejobs** ↗

**4. Facilities Services Coordinator Sustainabilityjobs Jobs HarwellSustainabilityjobs** ↗

**5. Facilities Services Coordinator Findfreelancerjobs Jobs HarwellFindfreelancerjobs** ↗

**6. Facilities Services Coordinator Fitnessjobs Jobs HarwellFitnessjobs** ↗

7. **Facilities Services Coordinator Sciencejobsnearme Jobs HarwellSciencejobsnearme** ↗
8. **Facilities Services Coordinator Bostonjobs Jobs HarwellBostonjobs** ↗
9. **Facilities Services Coordinator Trademethejobs Jobs HarwellTrademethejobs** ↗
10. **Facilities Services CoordinatorWorkfromhomejobs Jobs HarwellWorkfromhomejobs** ↗
11. **Facilities Services CoordinatorNightshiftjobs Jobs HarwellNightshiftjobs** ↗
12. **Facilities Services CoordinatorExpertiniJobs HarwellExpertini** ↗
13. **Facilities Services CoordinatorSearchcanadajobs Jobs HarwellSearchcanadajobs** ↗
14. **Facilities Services CoordinatorHongkongjobsJobs HarwellHongkongjobs** ↗
15. **Facilities Services CoordinatorBankingjobsnearme Jobs HarwellBankingjobsnearme** ↗
16. **Facilities Services CoordinatorMusicjobs Jobs HarwellMusicjobs** ↗
17. **Facilities Services CoordinatorMediajobs Jobs HarwellMediajobs** ↗
18. **Facilities Services CoordinatorCostaricajobs Jobs HarwellCostaricajobs** ↗
19. **Facilities services coordinator Jobs Harwell** ↗
20. **AMP Version of Facilities services coordinator** ↗
21. **Facilities services coordinator Harwell Jobs** ↗
22. **Facilities services coordinator Jobs Harwell** ↗
23. **Facilities services coordinator Job Search** ↗
24. **Facilities services coordinator Search** ↗
25. **Facilities services coordinator Find Jobs** ↗

Source<https://uk.expertini.com/jobs/job/facilities-services-coordinator-harwell-first-military-recru-221478007/>

Generated on: 2024-05-02 by [Expertini.Com](https://uk.expertini.com/)