

# United Kingdom Jobs Expertini®

## Office Administrator

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Company: Portfolio Group

Location: Manchester

Category: other-general

Posted On: 1st May 2024

Are you a master at juggling schedules and ensuring smooth operations?

We're seeking a talented Diary Planner to support our dedicated team of Health & Safety Consultants. Your role will be crucial in coordinating appointments, optimizing travel routes, and maximizing productivity across the board.

Day to Day

- \* Confirmed scheduling of consultants' diaries four weeks ahead, aligning with targets set by the Regional Manager.
- \* Prioritize critical health & safety visits and ensure efficient backfilling to optimize productivity.
- \* Utilize geographical planning to minimize travel time for consultants.
- \* Confirm all appointments by close of business every Wednesday for the week ahead.
- \* Collaborate with the Team Leader to review schedules and provide feedback on high-mileage appointments.
- \* Proactively backfill canceled appointments and reschedule them for the next available date.
- \* Coordinate consultant availability, holidays, training, and birthdays to prevent scheduling conflicts.
- \* Act as a liaison between consultants and management, escalating any scheduling issues as needed.

YOU?

- \* Strong negotiation skills to coordinate appointments effectively.
- \* Ability to multitask and prioritize tasks efficiently.

- \* Proficient in problem-solving to address scheduling conflicts.
- \* Excellent customer service skills to interact with clients professionally.
- \* Geographical awareness to optimize travel routes.
- \* Ability to maintain and build internal relationships with team members.

If you're ready to take on a dynamic role where every day brings new challenges and opportunities, apply now to become our next Diary Planner!

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