

## Office Manager / Facilities Co-ordinator

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Company: Navartis

Location: United Kingdom

Category: other-general

### Job Description

#### Office Manager / Facilities Co-ordinator

**Location**Doncaster

**Salary**£27,000 - £30,000

### Company

A leading European supplier for railway electrification are looking to hire an Office Manager to join their team in Doncaster

### Accountabilities

- Taking responsibility for the day to day running of the Doncaster office
- Providing support, administration and team organisation duties to the UK Group Safety & Services Director and Safety & Services team, scheduling appointments and meetings, collating travel plans and relevant accommodation as required.
- Producing meeting plans, summary notes, presentations alongside preparation of minutes and confidential note taking.
- Being the main point of contact for the Doncaster Offices premises, dealing with day-to-day

post and visitors to the sites, meetings rooms and general office management.

- Supporting the facilities requirements of the offices.
- Involved with fire register, ie people signing in and out,
- Answering and dealing with telephone enquiries.
- Providing administration support to the office team, formatting of documents, preparation of work packs and meeting notes.
- Assist with the facilities of the offices to ensure they are fit for purpose and well-maintained working alongside the Stores and Depot management.
- Providing general administration and coordination support to directors as required.
- Liaising with senior stakeholders.

### **Seeking a professional candidate with:**

- A minimum of 3 years' experience within an office environment and supporting at an Executive level (highly desirable if you have worked in a railway, construction or Engineering environment.)
- Experienced managing and being in a front facing role as an Office Manager or similar role..
- Excellent communication skills at all levels
- Excellent organisational and time management skills
- Able to work on own initiative and follow instructions
- Excellent IT skills with a creative yet professional approach
- A proactive work approach with the ability to adapt to meet relevant requirements.
- Able to deal with restricted deadlines and short notice changes.
- Ability to multitask and manage expectations of different individuals within the team.

### **Get in touch for more information and to apply.**

Navartis Ltd is a specialist recruitment company supplying highly skilled technical and management professionals within the global Transportation, Civil Engineering & Utility industries, if you are seeking a new position our recruitment team can locate the opportunity to suit your needs.

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