

BUSINESS SERVICES COORDINATOR – JOB DESCRIPTION

INFORMATION ON THE JOB

Job Title	Business Services Coordinator
Department	Finance & Business Services

REQUIREMENTS ON THE POSITION

Required level of education	A level (UK), Abitur (GER) or Baccalauréat (FRA) and a good understanding of English both written and verbal.
Required work experience	Experience within an Office environment managing various tasks.
Required skills & knowledge	Understanding of how offices work, fleet management and ability to undertake various tasks as required. Can do attitude.

OBJECTIVES AND TASKS OF THE POSITION

Objectives	As a Business Services Coordinator, you will be required to undertake the following tasks as a minimum, with additional work as and when required.
Tasks	<ul style="list-style-type: none">• Ensure the effective management of the local office. Ensure the office is safe, maintained to a good standard to provide a suitable environment for staff to work.• Manage on-site security (and their relevant training) and visitors in line with local SOP.• Manage the reservation and set up of rooms for large meetings/training A/V, Meeting & Meeting Room Support.• Manage office access cards for new joiners and visitor access passes.• Manage the relationship with office maintenance teams.• Manage Fire wardens and First Aiders.• Manage general governance topics (e.g. entry keys of office, licences...).• Act as the first “welcome” point of contact to the Chugai office.• Greet and guide office visitors.• Answer and direct incoming phone calls.• Manage office services and supplies.• Manage the restocking and purchasing of office supplies.• Liaise with vendors and manage purchase requests related to function.• Optimisation of general office costs and office expenses.• Manage the budget for office costs and office expenses.• Local procurement and tender management support the senior procurement manager.• Effectively manage the local car fleet (fines, scheduling, etc.).• Management of the local insurance portfolio.

	<ul style="list-style-type: none">Act as a back-up for local activities owned by the Local Administration Co-Ordinator.	
SPECIAL POWERS OF THE POSITION (PLEASE FILL IN)		
Powers of attorney	N/A	
Budgetary responsibility	N/A	
DATE / SIGNATURE		
		Senior Procurement Manager Jobholder P&C LEAD UK