

Azure Consulting Office Coordinator

Job Profile

Main purpose of the role:

To look after all aspects of the office to ensure that we present ourselves as a professional, effective and forward thinking business.

To provide a link between all fee earners, clients and other members of the office team. This role will be based in our office in Wakefield.

We need someone who is energetic, presentable, flexible, confident with IT, can act on their own initiative and is keen to learn. It will be essential to be able to effectively manage many tasks at one time. Comprehensive training will be provided.

Hours:

Initially, 3 days per week – 8.30-5 (must include Mondays) with some flexibility to cover extra days for holiday and sickness. There is the potential for this role to extend to a full time role for the right person, over time.

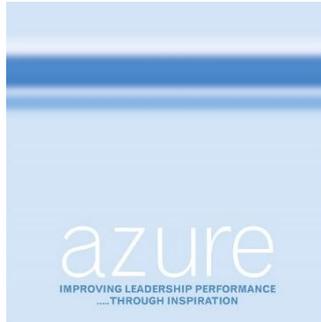
Main tasks:

- To ensure the building is suitable for all its uses, is in a good state of repair and that all insurance and health and safety requirements are met.
- To arrange for cleaning, general housekeeping and hospitality for clients
- To ensure the company meets all its legal requirements such as Companies House registration, data protection, PAT testing etc.
- To ensure that all costs are well controlled, suggesting a move to alternative suppliers where savings could be made.
- To liaise with and manage the relationship with all major suppliers including energy and telephones/ensure the office has sufficient stationery, printed collateral and hospitality supplies.
- To keep an eye on all IT requirements and to help the company update its practices accordingly.

- To provide a range of PA duties to the Directors/other consultants such as booking travel, hotels etc.
- To support the Client Manager to produce client materials where needed.
- To answer the telephone to a professional standard and take messages as required.
- To liaise with the Client Manager to ensure that the office has adequate cover at all times.
- To organise team meetings and produce minutes of them within 48 hours of the meeting
- To produce client contracts for each new piece of work.
- To liaise with all Associates to ensure they are aware of the time required of them on specific jobs and the payment that will be paid to them & produce an Associate Schedule for each new piece of work.
- To compile evaluation data from clients in order to help us assess the impact of our work, including reviewing trends in the quality of Associate work through feedback gained.
- To keep records up to date for sickness, holidays and absenteeism.
- To help with the effective planning of the office diary.
- To process some psychometric tests and other profiles.
- To use social media in a specific manner as agreed to support the sales and marketing activities of the business.
- To become familiar with all processes used within the business and make suggestions about how to improve them to appear current and meet the image that we wish to portray.
- To be prepared to 'muck in' and support all other team members as required!

What we are looking for in the ideal applicant (Person Specification)

	Essential	Desirable
<p>Training/Education</p> <p>What specific qualifications, training or attainments are needed for the job?</p>	<ul style="list-style-type: none"> ■ GCSE level or equivalent to include passes in Maths and English ■ Evidence of IT competence – high standard of PowerPoint use, competent use of Word, Excel and Outlook 	<ul style="list-style-type: none"> ■ Further qualification/development to demonstrate an interest in ongoing learning
<p>Knowledge/Experience</p> <p>What job related knowledge, technical skills, depth and type of experience are needed to do the job?</p>	<ul style="list-style-type: none"> ■ Experience in a business environment/commercial awareness ■ Ability to prioritise effectively ■ Evidence of good client care skills 	<ul style="list-style-type: none"> ■ Some financial understanding ■ Use of social media for business ■ Previous management experience
<p>Competencies/Values</p> <p>Which competencies/values are particularly important for the job?</p>	<ul style="list-style-type: none"> ■ Able to demonstrate evidence of Azure values in another workplace 	
<p>Personal/Special Aptitudes</p> <p>What does the job demand in terms of health, appearance, personal qualities, driving, travel, home location etc.?</p>	<ul style="list-style-type: none"> ■ Must be able to get to the office by 8.30 regularly – ease of travel ■ Smart professional appearance ■ Flexibility needed for a small business set up 	



Azure Consulting Ltd

We are a small leadership development consultancy based in Wakefield.

Our Mission:

To help organisations to clarify their direction of travel and to provide the leadership to get the best from each and every employee.

Vision

To have a strong reputation regionally, for developing leaders to achieve desired business outcomes.

Values

Inspirational and energetic

Inspiring others to take action and remaining energetic & adaptable to help clients through the inevitable.

Practical

Knowledgeable about theory but grounded in what will really work to affect improvement.

Care

About individuals and the organisations they work in and hold people accountable for the results achieved.

Objective

Involved enough to get to know client organisations but objective enough to stand back and say what needs to be said.

Professional

Providing quality, acting with integrity and going the extra mile.