Job Description

Job Title: Facilities Coordinator

Reporting to: Finance Manager

Location: Office Based, Swansea

Job Purpose:

Responsible for the smooth running of the SANS Swansea Office. Working alongside and liaising with our EMEA Finance Manager, the Facilities Coordinator will ensure that the office facilities, services, and environment is operating following the SANS standards and procedures as well as other administrative tasks as and when required.

Main duties and responsibilities:

Office Duties/Buildings

- Ensuring that the business sees Facilities Management (FM) as a dedicated support team which delivers an efficient customer-oriented service.
- Supporting and liaising with the EMEA Finance Manager to ensure that the SANS office facilities, services, and environment is operating following SANS standards and procedures.
- Supporting the EMEA Finance Manager with the daily operations of the office, liaising with approved sub-contractors such as: cleaning operations/standards, waste management, PAT testing, fire alarm system maintenance checks, security, coffee machines etc.
- Ensuring the physical aspects and aesthetics of the office are managed and maintained to a high standard.
- Following procedures and standards which will ensure that the office environment is a safe and a desirable place to work as reflecting the SANS brand and service.
- Responsible for daily checks of the building to monitor maintenance standards, lighting and heating use, checking that windows and doors are working and secured. Report and act upon any issues with the appropriate staff/Management Company.
- Ensure those using the office comply with SANS processes, procedures, and protocols.

Reception Management

- Ensuring visitors are greeted upon arrival and are signed in and out, using the Visitors Book.
- Ensuring the Reception area is kept presentable at all times.

Room Booking

- Manage conference room bookings online.
- Setting-up meeting rooms with the appropriate equipment/refreshments etc.
- Ensuring meeting rooms are regularly checked and kept tidy.
- Ensuring all meeting rooms are emptied and left clean and tidy ready for the next day.
- Ensuring meeting rooms are always stocked with relevant equipment, stationery, refreshments etc.

Hospitality

- Booking and arranging team lunches where appropriate.
- Assisting with stock replenishment, for example: sundries, (milk, fruit, coffee, tea, water) stationery and cleaning supplies.
Stationery / Equipment

- Ensuring printers are maintained and fully stocked with paper.
- Managing the stationery ordering process, maintaining stock levels.
- Ordering equipment (laptops/phones/monitors/keyboards).

New Starter / Leavers Protocol

- Carry out office tours for new starters, ensuring they are issued with a key fob, are trained on using the printers and are aware of office health & safety protocols to ensure compliance with health and safety legislation.
- Managing the equipment ordering process for new starters.
- Assisting HR with offboarding team members, ensuring keys and any other SANS property is retrieved in a timely manner.

Finance

- Carry out additional finance related responsibilities relating to account receivable, credit control and accounts payable as requested by the EMEA Finance Manager.
- Support the EMEA Finance Manager with daily completion of Wire Transfer Forms for payments.
- Manage petty cash, carrying out a weekly and monthly reconciliation.

General

- Helping to assist and organise office social events.
- Open and distribute all incoming post daily.
- Collect outgoing post, ensuring the correct postage is applied. Drop post to post box daily.
- Ensure rubbish bins are emptied and rubbish taken to the appropriate drop off point.
- Ensure car park is properly maintained, with only SANS employees and SANS’ visitors parking in the allocated SANS spaces.
- Any other admin duties requested by EMEA Finance Manager.

Person Specification:

- Minimum of 3 years’ experience working within Facilities/Office Management.
- Understanding of basic office IT services/operations and FM Health & Safety.
- PC literate with good Outlook, Zoom/Teams and MS Office skills (Particularly MS Excel).
- Educated to a good standard (Minimum A-Level or equivalent).
- Able to influence and challenge staff at all levels, ensuring standards & procedures are followed at all times.