

Business Unit Coordinator

London

Purpose of Job:

We are looking for a proactive, personable and thorough Business Unit Coordinator to join our team to assist in the delivery of project and operational administration for one of our busy Business Units in London.

Excellent attention to detail, communication and IT skills are essential as the chosen candidate will be responsible for processing information in accordance with a quality management system, including setting up and controlling documents to a high specification. In addition to working collegiately with colleagues across the organisation, this has an outward-facing role involving interaction with sub-contractors, clients, visiting professionals and the wider community.

Duties and Responsibilities:

- + Day to day, general administration support including organising meetings and attendees, minute taking, typing of notes, arranging travel and accommodation.
- + Undertake typing and formatting of reports, specifications, and other project documentation for engineers in a timely, accurate and efficient manner.
- + Assist meeting the requirements for ISOs: 9001; 14001; and 45001 as part of an Integrated Management System.
- + Assisting with the production of invoices to clients and debt management.
- + Assisting with the completion of bids and updating the marketing bid schedule centrally.
- + Coordinating site visits for engineers.
- + Preparation of presentation materials.
- + Updating staff CV's and project case studies.
- + Management and coordination of the Business Unit's training records, associated schedules and personal reviews.
- + Archiving project documentation.
- + Coordination of Business Unit inductions for new starters.
- + Managing and keeping the Business Unit diary up to date in Microsoft Outlook.
- + Ensure that branding and marketing meets agreed standards.
- + Coordination and arrangement of networking events.
- + Liaison with wider Group Support team including HR, Accounts, IMS and Marketing.
- + Provide support to other Business Units on a national basis during times of annual leave or absence.

This list is not exhaustive, and we would expect the successful candidate to be willing to undertake ad hoc duties in support of other members of the office when necessary.

Training Programme requirements:

- + Commit to goals and objectives of a career development programme including attendance of in-house and external technical and non-technical training.
- + Complete mandatory training in a timely fashion.
- + Familiarise and learn about sustainable low energy initiatives and share this with other members in the team and wider within the Partnership.

Person Specification:

	Essential	Desirable
Knowledge	Competent using Microsoft packages including: Word, Excel, PowerPoint, Outlook, Teams, Forms, and One Note.	A general understanding or appreciation of building services.
Skills	<p>Excellent communication skills and confidence to engage verbally or in writing across all levels of experience and seniority.</p> <p>Well-developed organisation skills with acute attention to detail.</p> <p>Excellent time management and prioritisation skills.</p> <p>An ability to manage multiple tasks.</p> <p>Excellent numeracy and literacy skills.</p> <p>Report and document writing skills.</p>	Ability to learn new systems and processes quickly.
Experience & Qualifications.	<p>Previous business administration experience, ideally in a relevant building services field.</p> <p>Experience of operational management of a department or organisation and an understanding of business administration functions, ideally in a building services field.</p>	<p>Experience of quality control of a product, ideally in a building services environment.</p> <p>Previous experience in a consultancy environment.</p>
Attributes and Personal characteristics	<p>Personable and approachable.</p> <p>Excellent team working and interpersonal behaviours.</p> <p>Can keep confidentiality.</p> <p>Methodical, thorough and reliable.</p> <p>Proactive team member but able to take initiative and work independently.</p>	An interest in sustainability.