

Introduction to the role

We are looking for an experienced Office Coordinator to join our growing team based in Wakefield, West Yorkshire. As a key member of the team, the office coordinator will provide administration support to the team.

Confidentiality is a vital aspect of this role. You will have access to sensitive information including private and personal matters relating to the organisation, employees, suppliers, and customers. Maintaining discretion and handling this information responsibly is essential to uphold trust and integrity. We are seeking someone who understands the importance of confidentiality and can manage such information with the utmost professionalism.

Key Responsibilities: -

- Personal assistance to the Chief Executive
- Liaise with HR Manager regarding offer letters, contracts etc.
- Send information to Payroll for all new starters.
- Arrange lease cars and hire cars for members of staff.
- Ensure all new employees have the equipment required for their role when joining the Company.
- Monitor and approve annual leave.
- Take minutes at the monthly board meeting.
- Prepare for various meetings and arrange refreshments as required.
- General administration.
- Purchase office equipment as and when required.
- Produce PowerPoint presentations as required.
- Monitor and reply to emails.
- Arrange meetings in Outlook.
- Produce reports for meetings.
- Arrange training for staff as required.
- Update the weekly sales activity sheet.
- Produce purchase orders on two systems and approve as required.
- Ensure all systems are kept up to date.
- Monitor customer care defects sheets, liaising with site teams and customers.
- Manage the accounts email address ensuring the invoices are sent to the correct system.
- Update telephone lists and distribute.
- Update build and sales release sheets.
- Send out H&S reports to staff and sites.
- Produce build release drawings and send to the relevant members of staff.
- Check office equipment and stationery and order as required.
- Ensure office provisions are well stocked .
- Produce vandalism reports and email to staff.
- Deal with incoming and outgoing post.
- Deal with all telephone enquiries.



OFFICE COORDINATOR

The ideal candidate: -

- Previous experience within an office coordinator role.
- Experience of taking minutes in meetings.
- Fully conversant with all Microsoft packages.
- Ability to communicate with people at all levels.
- Organised and able to work under pressure.

The package: -

Competitive Salary

Discretionary Bonus Scheme

Healthcare Membership

Immediate auto pension enrolment

Private Medical Insurance

Holiday entitlement of 26 days plus BH

Introduction to the Company

The rebirth of NorthCountry Homes heralds the re-emergence of a business dedicated to getting young working-class people and first-time buyers into home ownership and wealth creation, by providing low-cost homes for sale throughout the North of England.