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<b>Job Title</b>	Office Coordinator
<b>Department</b>	Human Resources
<b>Location</b>	London

### Office Coordinator

We are looking for an organised and dedicated Office Coordinator to be responsible for all aspects of office and reception management. In addition, you will lead Health and Safety compliance for the Company and be responsible for all facilities issues. The role will require you to support the wider business including purchasing, data entry, filing, and other ad-hoc administrative tasks as required.

#### About the Role:

- Ensure the smooth running of the office
- Provide reception services
- Organise facilities and building maintenance issues
- Record all office expenses and raise relevant Purchase Orders
- Provide administrative support to the HR team
- Provide administrative support to the warehouse
- Liaise & manage relationships with various third party suppliers
- Ensure the business is compliant with Health and Safety legislation
- Book and co-coordinate meetings including the arrangement of drinks and refreshments
- Open and distribute incoming post, sign for parcels and organise courier deliveries with external postal service companies
- Being the first point of contact to welcome all visitors and to take external phone queries
- Ensure that all office stock is ordered and maintained in a timely manner
- Support other departments with any ad hoc tasks
- Handle employee requests

  
[Apply Now](#)[Download Job Spec](#)**About You:**

- Minimum 1 year experience in a similar role
- Confidentiality is essential in this role as you will be exposed to sensitive information
- Excellent organisational skills
- Strong attention to detail
- Excellent interpersonal and relationship building skills
- Excellent time management
- Confident working autonomously
- Ability to multi-task and prioritise competing duties
- As a point of contact for our clients and staff, it is essential that you have an excellent telephone manner and are an effective and confident communicator
- A can do attitude

**About our offer:**

- Competitive basic salary
- Annual discretionary bonus
- 30 days of annual leave including public holidays, increasing as your career develops
- Discounted gym membership (local to our Fulham office)
- Perkbox
- Pension
- Cycle to work scheme
- Great work life balance and earning potential

**About Us:**

Founded in 2003, Flashbay is the World's No.1 business-to-business (B2B) supplier of logo branded Promotional Technology products. We offer an attractive range of designs within our Memory, Power and Audio categories, offering unbeatable prices coupled with fast and efficient service. Our product lines include Flash Drives, Power Banks, Speakers, Headphones, and Face Masks and Face Shields and a host of related technology products and accessories which allow our customers the unparalleled ability to promote their brands with confidence.

**Department:** Human Resources <http://www.flashbay.co.uk/careers/departments>

**Location:** Imperial Wharf, Fulham (SW6) <http://www.flashbay.com/careers/london>