

Legal advice in life and business



Operations Coordinator

We have an exciting opportunity for an Operations Coordinator to join our firm. With offices in Cambridge, Milton Keynes and Bedford, the choice of location for this position is flexible.

As a firm, we pride ourselves on our friendly, approachable attitude and have a genuine passion for the services we provide. We offer competitive salaries, flexible working and genuine progression opportunities. We are looking for someone committed to the vision that we share for delivering an excellent service to our clients whilst progressing employees' personal development in a supportive environment.

Key Duties

- Assist with facilities management by records keeping, organising required maintenance services, regular KPI's audits with service suppliers, supplier vetting processes, firm equipment asset bookkeeping etc.
- Assist with Health & Safety management by organising training, organising required periodic service checks, records keeping etc.
- Ensure new starters and leavers procedures are promptly adhered to and actioned upon in a timely matter.
- Project management assistance across all offices and across areas such premises, IT and Health & Safety
- Firm-wide library and book resources administration
- SRA annual renewal
- Firm-wide software/application administration and user management

Experience and Personal Skills

- Two years experience of facilities management, health and safety administration
- Excellent attention to detail, organisational and communication skills
- Professional
- Good time management skills
- Self-motivated, outgoing and proactive individual
- Calm under pressure

Company Perks

Salary is commensurate with experience, and we offer additional staff benefits including pension & life insurance, income protection scheme, employee discount scheme, cash plan, firmwide bonus scheme, social events, access to Calm Premium and 34 days holiday.

To apply for this role, please send your CV and covering letter detailing your experience to Harriet Ford at hford@woodfines.co.uk