

Job Description

Position:	Senior Service Co-ordinator (SSC)
Reporting to:	Business Centre Manager
Employee Responsibility:	Service Coordinators
Key relationships:	Avanta Clients, Sales Team

Job Profile

You will be supervising the Service Co-ordinators on a day to basis with ongoing support for the Assistant Business Centre Manager where necessary. Opening and closing up of the centre, reception service will be provided and managed to ensure it meets the business needs of the clients. All services should be carried out in a courteous and timely manner.

Key Responsibilities

- **Reception and security**
- **Meeting and Training Rooms**
- **Help Desk**
- **Switchboard Service**
- **Postal Services**
- **Courier Services**
- **Taxi booking service**
- **Client Services, to include Move in and Out procedures**