

Job Description

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

Job Profile

The role of Service Co-ordinator is a front line, customer service role, delivering first class customer service on a day to day basis. Working within a team to deliver high standards to all customers. With a strong ability to problem solve you will be able to multi task, plan and organise. Strong communication skills are paramount to the role.

Key Responsibilities

Opening and closing 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. The range of services that are provided through reception to the Avanta clients include:

- 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