

The Wigley Group

OFFICE CO-ORDINATOR

£21,500 - £24,000 DOE

Full-time

Monday-Friday, 8.30am-5pm, 1 hour for lunch (unpaid)

Based at 11 Waterloo Place, Leamington Spa, CV32 5LA and Stockton House, Southam, CV47 8LB



The Wigley Group is a real estate investment company with a significant portfolio of property and landholdings. First established in 1964, The Wigley Group operates in property & development, construction and strategic land. The firm's headquarters are in a former stately home in Warwickshire, and the company remains in the ownership of the founder's family.

The successful candidate will be expected to work at both office locations depending on where the demand is. You will be responsible for the efficient running of the buildings on a day to day basis, ensuring a high quality service for all tenants and guests, while providing administrative support to The Wigley Group's management team. The role will be part of our Central Group Operations team.

KEY RESPONSIBILITIES:

- **Meeting and greeting visitors**, including providing refreshments where appropriate and delivering relevant brief.
- **Answering all incoming phone calls and emails**, and distributing to the relevant business/individual.
- **Diary management** of staff and clients using Outlook.
- **Distributing incoming post** to the applicable business and arranging outgoing post.
- **Managing the booking of meeting rooms** and preparing rooms for use.
- **Operating access controls** to the property via intercom and CCTV.
- **Office stock, stationery and welfare supply control**, and conducting health and safety checks of the property.
- **Providing administrative support** to The Wigley Group as requested by management.
- **Arrangement and collection of lunches** when required.
- **Any other relevant tasks** to be completed as requested by management.

WHAT WE ARE LOOKING FOR:

- **Good oral and listening skills** - our business is all about doing business in person, so you will need to be a good speaker who can clearly express ideas.
- **Deadline management** - our chosen candidate must be able to work well under pressure and balance competing deadlines.
- **Strong teamwork skills** - we are a strong team and the ability to work effectively with others is essential for anyone who joins us.
- **Self-motivation** - you must be able to use your own initiative and manage your own workload.
- **Someone who makes appropriate use of internal networks and processes** - and even better can help us define new ones!
- **Excellent time keeping** - we are sticklers for promptness and our clients are too.
- **Sound IT skills** - applicants should be comfortable dealing with all major Microsoft Office programmes.

To apply, please submit your CV along with a covering letter to reception@thewigleygroup.com, including the reference "Office Co-ordinator.App" in the subject line of your email.

Applications close when a suitable candidate is found.

Start date to be as soon as possible.