

Position Description – Facilities Coordinator

We are here to

Enable people to make and act on the best decisions about medicines, health technologies and other options for better health and economic outcomes.

Our work will

Ensure people can access the best care and achieve the best value, considering individual circumstances.

Courage Customer Centricity Collaboration Integrity Accountability

About the role – Based in Sydney

NPS MedicineWise has established an excellent reputation for our work in programs, products and services to improve the quality use of medicines and medical tests in Australia. This role is responsible for coordinating and ensuring the smooth running of our 3 offices in Sydney, Melbourne and Canberra.

Key responsibilities

1. Ensure the office is well maintained and everything is in working order
2. Ensure the office is secure and that staff and visitors have access as required
3. Liaise with key suppliers to get work done with minimal impact on staff
4. Coordinate the facilities on-boarding and off-boarding of staff
5. Coordinate desk moves and allocation of seating as required
6. Assist with setting up meeting room technology and troubleshooting issues when needed
7. Purchasing resources within a budget
8. Project coordination of large scale projects within the Environment team
9. Maintaining the facilities helpdesk inbox and responding to queries in a timely manner

General corporate responsibilities

1. To carry out responsibilities in the role in a manner that is consistent with NPS MedicineWise competencies and values.
2. To proactively work towards and meet agreed annual and interim performance indicators.
3. Take responsibility for WHS in accordance with policy and relevant legislation.
4. To be aware of responsibilities to identify, reduce and report risks to our business in accordance with the NPS MedicineWise Risk Management Policy.

Challenges you'll encounter

- As this is a part time role, ensuring seamless communication and handover each week
- Multitasking and managing conflicting priorities, all usually within a tight timeframe
- Managing up and across the business
- Autonomously making decisions

You'll report to

Environment Manager

Role Requirements

- Previous experience in facilities or office coordination
- Experience working in a process driven support role preferably coordinating office activities

- Demonstrable high level attention to detail and organisation
- Financial acumen to support budget management
- Advanced Microsoft skills
- Excellent communication skills

Role Desirables

- Qualification in business administration or facilities
- Project coordination experience

Last updated: November 2018
