

Job Title:	Team Coordinator (Full time or part time according to candidate)
Reports to:	Facade Group Directors
Job Purpose:	To provide professional and efficient support to engineering staff and Group Directors to ensure smooth and efficient delivery of business activities.
Relationships:	Build and maintain working relationships with staff and Group Directors

Eckersley O'Callaghan is seeking creative thinkers to join its growing team in London. EOC is one of the most innovative engineering design firms in the world. Our multiple award winning collaborations with forward-thinking architects such as Foster + Partners, Zaha Hadid Architects and Heatherwick Studio, for clients that include Apple, Google, Vitsoe and the V&A, have placed us at the forefront of design in structures and facades. Our principal office is in London, with other offices in Milan, New York, Los Angeles, Paris, Hong Kong, Delhi and Sydney. We currently employ around 95 staff in London and 40 in overseas offices. We have ambitious plans for continued future growth around the world.

The Team Coordinator will have a key role in our dynamic and growing business. They will become a pivotal point of contact within the team in London bringing a sense of order and efficiency by means of coordination between the Group Director, the technical staff, and the rest of the company and help the team work more effectively.

KEY RESPONSIBILITIES

- Coordination of internal group and office initiatives
- Coordination of team recruitment process
- Ensuring efficient use of internal project management platforms
- Maintain various group trackers using Teams and Excel
- Manage group page on company Intranet
- Assist with team travel arrangements including research and booking
- Monitoring team holiday and absence diary
- Organise and track attendance of CPDs, conferences and training for technical staff
- Compile team documents (e.g. reports, presentations) in InDesign and PowerPoint, following brand guidelines
- Assist with updating the CRM system (Hubspot)
- Assist with project document control management
- Occasionally support the marketing group in creating submissions, capability statements and responding to PQQs
- Provide general office support including tasks such as:
 - Help answering phones and taking messages
 - Minute taking
 - Printing, copying and scanning of documentation
- Provide some PA support to Group Directors
 - Assist with managing electronic diary
 - Organise meetings and assist with preparing for those meetings
 - Liaise with technical team on behalf of the Director
- Being a dynamic client focused company there may be other ad hoc tasks that you will be required to do, so this job description is not exhaustive

SKILLS

- Fully conversant in Microsoft Office and InDesign
- Excellent organisation skills
- Excellent standard of written English and verbal communication skills
- Educated to A-Level standard or similar
- Able to prioritise and multi-task
- Able to work on own initiative with minimum supervision
- Able to work under pressure and maintain a calm focus during hectic periods

PERSONAL QUALITIES

- Experience working in a busy team environment in a similar role
- Ability to cope with a variety of tasks, often under pressure, with a keen eye for detail
- A flexible, positive approach and the ability to work as part of a team in a busy, creative atmosphere.
- Ability to communicate with people of all levels.
- Proactive, with the ability to deal with issues before they arise
- Punctual, and able to work to tight deadlines

WE OFFER

- A stimulating work environment with a smart, diverse and motivated set of colleagues
- A competitive benefits package
- Flexible working around core hours
- Opportunities for continuing professional development
- Opportunities for career growth
- Collaboration opportunities with EOC offices around the world
- World-class projects with leading architects and collaborators