

Operations Co-ordinator

Location: Ruddington, Nottingham – office based

Hours: 37.5 hours per week, Monday to Friday, 8.30am–5.00pm

Department: Business Services

Reports to: Head of Finance

About Bentley

Bentley is a specialist project management consultancy working across cost management and project management. We are looking for an organised, proactive and confident Operations Co-ordinator to join our Business Services team and help keep our office, systems and day-to-day operations running smoothly.

This is a varied and hands-on role, ideal for someone who enjoys being at the centre of a busy business, solving problems, supporting colleagues and making sure things are well organised, compliant and efficient.

The role

As Operations Co-ordinator, you will take responsibility for the day-to-day operational requirements of the business. This will include office facilities management, first-line IT and supplier co-ordination, office health and safety, project administration, internal events and supporting the maintenance of our Integrated Management System.

You will be a key point of contact across the business, ensuring colleagues have the tools, systems, information and working environment they need to do their best work.

What you'll be doing

You will:

- Manage the day-to-day running of the office, including facilities, supplies, meeting rooms, visitors, office procedures and general office presentation.
- Act as the key liaison with the landlord and relevant suppliers, arranging maintenance and resolving office-related issues.
- Manage the office booking system for desks and meeting rooms.
- Provide first-line IT and communications support, liaising with our external IT provider where required.
- Procure and manage IT equipment, mobile phones, software licences and associated asset records.
- Support new starter and leaver processes, including office induction, IT equipment, access passes and system-related administration.
- Maintain accurate records and registers, including supplier information, IT assets, office health and safety records and relevant Information Management System (IMS) documentation.

- Support internal audits, non-conformances, corrective actions and external audit preparation.
- Take responsibility for office health and safety activity, including fire procedures, DSE assessments, risk assessments, PAT testing, first aid arrangements and associated records.
- Provide project administration support, including setting up new projects, maintaining project folders, filing key documents and supporting project close-out and archiving.
- Support bid and tender activity by gathering and providing information for pre-qualification questionnaires.
- Provide PA and administrative support to the Executive Board, including meetings, travel, accommodation, lunches and events.
- Organise internal events and support external events where needed.

About you

We are looking for someone who is highly organised, reliable and proactive, with the confidence to take ownership and make things happen. You will enjoy working across a broad range of tasks and be comfortable switching between operational detail, business support and supplier co-ordination.

You will bring:

- Strong experience in an operational, office management or administration role.
- Excellent organisational skills and the ability to manage a varied workload.
- A proactive, practical approach to problem solving.
- Good initiative and the ability to spot what needs doing before issues arise.
- Strong attention to detail and the ability to maintain accurate records.
- Excellent written and verbal communication skills.
- A professional, approachable and discreet manner.
- Strong IT skills, particularly Microsoft Office.
- The ability to build effective working relationships with colleagues, suppliers and external providers.
- Reliability, flexibility and a willingness to support the wider team.

It would also be helpful if you have experience or knowledge of any of the following:

- Office health and safety requirements.
- Integrated Management Systems or quality management processes.
- SharePoint or document management systems.
- Basic finance or bookkeeping administration.
- Working in a consultancy, professional services or construction-related environment.

What we offer

We offer a supportive, professional and friendly working environment where you will have the opportunity to make a real impact on how the business operates day to day. You will work closely with colleagues across the company and play an important role in maintaining a well-run, efficient and welcoming office.

Our benefits include:

- Salary: £34,000 to £36,000
- Company pension scheme.
- 25 days Holiday plus loyalty days linked to length of service, plus bank holidays.
- Holiday buying and selling scheme
- Grow and share bonus scheme
- Employee wellbeing support, including our commitment as a Mindful Employer.
- Discounts on retail, restaurants and gym memberships
- Life Assurance
- Paid employee volunteering
- Enhanced maternity/paternity pay
- Professional development and training opportunities.
- Supportive team culture and regular company events.
- Modern office environment.
- Opportunity to contribute to business improvement, systems and processes.

We've created an environment in which our people are confident to think and work in a way which isn't the industry norm and to build successful and effective relationships with clients.

Don't take our word for it, check out our careers website where you can see first-hand what it's like to work at Bentley Project Management
www.bentleyprojectmanagement.co.uk/careers/

Bentley is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and actively encourage applications from all sectors of the community.

We are proud to foster an inclusive and supportive recruitment experience. If you would benefit from any adjustments as part of a neurodivergent condition, our recruitment team is here to help—please feel free to get in touch at careers@bentleyprojectmanagement.co.uk.

How to apply

If you are a proactive, organised and people-focused operations professional who enjoys variety and takes pride in keeping things running smoothly, we would love to hear from you.

Please submit your CV and a short covering note outlining why you are interested in the role and how your experience matches what we are looking for to careers@bentleyprojectmanagement.co.uk

Please note applicants will need to provide evidence they have the right to work in the UK. We do not provide Visa Sponsorship, so we are unable to accept any overseas applications or UK sponsorship swappers.