



Office Coordinator

Overview:

Action Point is an Irish owned organisation with offices in Ireland and the US. We are currently in the process of expanding our Limerick based operations and are recruiting for an **Office Coordinator**.

This role will **report directly to Culture and Development Manager** and requires an individual who is highly motivated with a demonstrated ability to work under pressure by handling multiple assignments simultaneously, as well as learning new skills and procedures along the way. This person should have experience in office administration.

Working at **Action Point** offers you the chance to work in a collaborative, high tech and agile environment where you are given the opportunity to grow. We are a modern IT Services and Software Development company that is seeking creative and dedicated individuals to become part of a highly technical team committed to driving technological evolution for our clients.

Key Responsibilities:

- Liaise with staff and all facility, fleet and office supplies preferred providers.
- Manage all facilities, fleet, cleaning, fish tank, jackets and office equipment in a timely manner.
- Preparation and responsible for office supplies budget and stationary orders.
- Maintain office administrative systems and support implementation of any new office admin. systems.
- Support Human Resources and coordinate/schedule training.
- Responsible for the management of company mobile phones – distribution, reviewing bills and repairs.
- Ensure canteen and office stationary is appropriately stocked.
- Initial point of contact for all internal ShoreTel users.
- Manage all travel bookings, birthday cakes/cards and appointments when required.
- Prepare new starter on-boarding packs and coordinate with relevant departments.
- First point of contact for barrier/building entry and general office administration when required.
- Reception duties including preparing meeting rooms and providing refreshments as required.
- This is not an exhaustive list but a guide of the duties. Other tasks as required.

Key Skills:

- 2 – 3 years relevant experience.
- Proficiency in Microsoft Office Suite and Microsoft Outlook.
- Team player that has the ability to work with individuals at all levels and also can work independently.
- Ability to multi-task, strong attention to detail and a systematic approach to problem solving.
- Strong interpersonal skills both oral and written communication.
- High work ethic standard and desire to work in a busy and thriving office environment.