

Access Coordinator
UK-Wide

The Access Coordinator role is part of our Building Services and Access team and will be responsible for administrative support in a team that runs 365 days a year and supports high profile telecom customers.

- Working as part of the access team to coordinate access for visitors / contractors to our client's Properties.
- Aiding and assisting the Head of Building Services and the Access Manager.
- Responsible for evaluating and approving access requests, documentation, and liaising with internal / external stakeholders.

The successful candidates are likely to have experience in a support or coordinator role within a operational office environment and is okay with on-call work.

A competitive package and flexible terms are on offer for the right candidates. To apply, please click the link and apply!