

## Workplace Coordinator - Perth

### Exceptional Career opportunities based with EY Perth

### High Paced Medium Scale Premium Environment in Perth CBD

### Join a Team that delivers Market Leading Corporate Workplace Services & Hospitality Experiences

#### Are you ready for your next challenge?

We are passionate about delivering market-leading experiences for our clients and have an exciting opportunity for a Workplace Coordinator to join our workplace operations team within the EY Perth office, located at 9 Esplanade George Street near Elizabeth Quay.

The Workplace Coordinator plays a key role in delivering premium workplace services and ensuring exceptional experience for all EY employees. This position supports our commitment to creating a people-first, best-in-class workplace operation. As part of a vibrant and supportive team, the Workplace Coordinator upholds high service standards and contributes to the seamless workplace operations within EY tenancies.

#### About the Role – Key Responsibilities

- Support the delivery of exceptional operating standards of workplace premises, striving for a best-in-class workplace operations across professional services in line with the national workplace strategy.
- Ensure Operational Compliance is maintained. This can be achieved through the implementation of compliance processes and procedures.
- Support the delivery of OneService and Asset Management functions, ensuring alignment with processes and standards.
- Contribute to a welcoming onboarding experience by actively participating in “Welcome to EY” sessions and induction programs for new joiners.
- Conduct floor inspections to assess presentation and functionality standards. Actively use the in-house maintenance tool to log, track and manage all maintenance issues
- Support the delivery of local emergency response procedures and workplace health & safety compliance. Address and respond to issues/incidents related to the workplace and collaborate on strategies to reducing the further risks.
- Collaborate with your team in crafting and driving engaging workplace experiences through various programs, initiatives, and innovation. Collaborate with internal and external stakeholders to elevate the holistic workplace experience.
- Frequently engage with the workplace site lead to effectively manage competing priorities.

#### About you – Desired Skills and Experience

Here’s our ‘wish list’ but don’t worry if you don’t tick all the boxes. We’re interested in your strengths, what you want to learn, and how far you want to go.

- Previous experience in workplace services, front-of-house operations, or facilities coordination is advantageous
- Microsoft Office Suite Skills– Word, Excel, Outlook, OneNote, SharePoint.
- Ability to work independently and with a team
- Demonstrates a strong passion for service & people
- Professional disposition, manner and holds themselves with positive body language
- Effective at task management and prioritisation
- Good communication & listening skills
- Open-minded and comfortable with feedback and direction
- Comfortable with owning service outcomes or resolving issues independently
- Demonstrates integrity & holds a humble respect of others

#### About us - Benefits we offer and our Culture

- We’re passionate about our people and we offer a supportive, positive and inclusive work environment.
- The chance to work within a leading global professional services organisation at an amazing location within Perth CBD.
- We offer a full suite of career development and cross training opportunities.
- We reward our people for high performance.
- Employee dining discounts - up to 50%.
- Refer a friend program, with bonuses.

If you are passionate about the delivery of excellent client service, have the necessary previous experience in a similar role, regardless of whether it was in the corporate arena and would like to join our team, apply now!