

## Workplace Coordinator

[Apply Now](#)

Company: Jll

Location: Australia

Category: other-general

Shaping the future of real estate for a better world. At JLL, we see a Brighter Way forward for our clients, our people, our planet, and our communities. With over 200 years of real estate experience, we are, and always have been, in continual pursuit of brighter ways of working. We bring to life see a Brighter Way in all that we do by seeking better, smarter, more innovative ways of working. We approach our work in a warmer, more optimistic, and inclusive way. JLL is a global leader in helping clients envision where people will live, work, play, shop, and eat. What this opportunity involves: JLL are looking for a Workplace Coordinator to work onsite with one of our government accounts in Canberra, supporting the Foreign Commonwealth Development Office (FCDO) contract. Working with the Post Facilities manager, you will play a critical role in supporting the administration and coordination of services across a portfolio commercial and residential properties, encompassing hard and soft services. You will be joining a dynamic team, passionate about delivering innovative integrated facility and property management solutions, enabling safe, efficient, functional, and sustainable practices. With 50 sites across Australia, this role is a unique opportunity to work in Canberra, and travel to our clients' residential sites, directly liaising with clients, contractors, suppliers, and stakeholders. While building and engaging proactive and collaborative working relationships both internally and externally. Snapshot of the role: Provide superior customer service to clients and meet necessary expectations. Support our vendor management process to ensure subcontractors perform to the required standards (including on site inspection of vendors' works) Oversee site cleanliness and provide direction to cleaning staff to ensure spaces are kept clean and tidy. Assist in conducting

audits to ensure compliance. Support a team delivering all facilities management and property services related queries for all DCFO stakeholder and issues. Assessment of accommodation site reports and documentation. Manage our work order system to expected KPI's. Coordinate communications to affected stakeholders. Sound like you? This is what we're looking for: The Workplace Services Coordinator will present as a detail orientated and innovative individual with an ability to work confidently and diligently. Demonstrating excellent multi-tasking and time management skills, you will be dedicated to achieving optimal business outcomes and operate with a passion for achieving the highest standards in facilities management. You will apply your well-developed communication and interpersonal skills to collaborate and foster positive working relationships with stakeholders and suppliers across Australia, demonstrating a strong ability to work both autonomously and in a team. Relevant experience in a customer facing position. Property or real estate experience. MS office suite experience with using word and excel. Demonstrated written and verbal communication and stakeholder management skills. Must be an Australian Citizen or Permanent Resident What you can expect from us:? You'll join an entrepreneurial, inclusive culture. One where the best inspire the best. Where like-minded people work naturally together to achieve great things. Join us to develop your strengths and enjoy a fulfilling career full of varied experiences. Keep those ambitions in sight and imagine where JLL can take you. We are dedicated to offering veterans from all ranks and services a successful civilian career as they transition out of the military. We recognise and appreciate the skills acquired in their service careers as vital and transferable to our workforce. Interested candidates, please apply following the link below quoting job reference number REQ336807. Location: On-site –Yarralumla, ACT Job Tags: Hiring If this job description resonates with you, we encourage you to apply, even if you don't meet all the requirements. We're interested in getting to know you and what you bring to the table! About JLL – For over 200 years, JLL (NYSE: JLL), a leading global commercial real estate and investment management company, has helped clients buy, build, occupy, manage and invest in a variety of commercial, industrial, hotel, residential and retail properties. A Fortune 500 company with annual revenue of \$20.9 billion and operations in over 80 countries around the world, our more than 103,000 employees bring the power of a global platform combined with local expertise. Driven by our purpose to shape the future of real estate for a better world, we help our clients, people and communities SEE A BRIGHTER WAY. JLL is the brand name, and a registered trademark, of Jones Lang

LaSalle Incorporated. For further information, visit [jll.com](http://jll.com). JLL Privacy Notice Jones Lang LaSalle (JLL), together with its subsidiaries and affiliates, is a leading global provider of real estate and investment management services. We take our responsibility to protect the personal information provided to us seriously. Generally the personal information we collect from you are for the purposes of processing in connection with JLL's recruitment process. We endeavour to keep your personal information secure with appropriate level of security and keep for as long as we need it for legitimate business or legal reasons. We will then delete it safely and securely. For more information about how JLL processes your personal data, please view our Candidate Privacy Statement. For additional details please see our career site pages for each country. For candidates in the United States, please see a full copy of our Equal Employment Opportunity and Affirmative Action policy [here](#). Jones Lang LaSalle (JLL) is an Equal Opportunity Employer and is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process – including the online application and/or overall selection process – you may contact us at Accommodation Requests. This email is only to request an accommodation. Please direct any other general recruiting inquiries to our [Contact Us](#) page > I want to work for JLL.

[Apply Now](#)

#### Cross References and Citations:

1. [Workplace CoordinatorCounselorjobsJobs Australia Counselorjobs](#) ↗
2. [Workplace CoordinatorSocialworkjobsJobs Australia Socialworkjobs](#) ↗
3. [Workplace CoordinatorMoroccojobsJobs Australia Moroccojobs](#) ↗
4. [Workplace CoordinatorVenezuelajobs Jobs Australia Venezuelajobs](#) ↗
5. [Workplace CoordinatorSearchcanadajobs Jobs Australia Searchcanadajobs](#) ↗
6. [Workplace CoordinatorLuxembourgjobsJobs Australia Luxembourgjobs](#) ↗
7. [Workplace CoordinatorThechatgptjobs Jobs Australia Thechatgptjobs](#) ↗
8. [Workplace CoordinatorThecareerjobs Jobs Australia Thecareerjobs](#) ↗
9. [Workplace CoordinatorLocumjobs Jobs Australia Locumjobs](#) ↗

10. Workplace Coordinator Anyeventhire Jobs Australia Anyeventhire ↗
11. Workplace Coordinator PsychologistjobsJobs Australia Psychologistjobs↗
12. Workplace Coordinator HospitalityjobsJobs Australia Hospitalityjobs↗
13. Workplace Coordinator Veteranjobs Jobs Australia Veteranjobs ↗
14. Workplace Coordinator Craftsjobs Jobs Australia Craftsjobs ↗
15. Workplace Coordinator SupplychainjobsJobs Australia Supplychainjobs↗
16. Workplace Coordinator Marketingjobs Jobs Australia Marketingjobs ↗
17. Workplace Coordinator Studyjobs Jobs Australia Studyjobs ↗
18. Workplace Coordinator Clerkjobs Jobs Australia Clerkjobs ↗
19. Workplace coordinator Jobs Australia ↗
20. AMP Version of Workplace coordinator ↗
21. Workplace coordinator Australia Jobs ↗
22. Workplace coordinator Jobs Australia ↗
23. Workplace coordinator Job Search ↗
24. Workplace coordinator Search ↗
25. Workplace coordinator Find Jobs ↗

Source:<https://au.expertini.com/jobs/job/workplace-coordinator-australia-jll-2708-41226/>

Generated on: 2024-05-06 by [Expertini.Com](https://expertini.com)