

Workplace Coordinator

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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: We are seeking a Workplace Coordinator (also known as Community Host) responsible to create a single and visual point of contact for client visitors and employees and to act as the primary interface between the internal operations of stakeholders and its clients. The Workplace Coordinator will take ownership and manage the front of house experience, oversee the desired behaviours, help orient and settle new and visiting staff and support the facilities management team in providing a great workplace experience and provide the necessary support for business related events and community-based initiatives. This role is based in Lyneham. Key duties and responsibilities: To always promote the company in the most favourable light through the highest levels of personal and professional conduct. To provide a highly efficient and proactive service to Verizon, its employees, and its clients. To ensure that reception services provide a high-profile role model that reflects JLL and Verizon values and which sets the tone for everyone entering the Verizon premises, whether they be staff or visitors. To liaise with the Verizon employees about all the services offered at reception. To ensure reception desks, waiting areas and meeting rooms are maintained to highest standards of tidiness

and cleanliness. Sounds like you? This is what we are looking for: You will be a strong communicator, have a passion for quality and an eye for detail to make the best delivery of services. Must be an Australian Citizen Experience in Facilities or related field Customer Facing experience Flexible and able to adapt to rapidly changing situations Self motivated, confident and energetic Having a baseline clearance is desirable, if not you will be required to complete the national police check and undergo the baseline clearance procedure.

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. As an organisation, we don't just accept that we are a place of many different people, but we embrace it, we celebrate it, and we proactively support the needs that difference brings.

JLL is committed to equal opportunity regardless of race, gender, age, sexual orientation or disability, and that is why, for more than a decade, we continue to rank among the World's Most Ethical Companies. 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 REQ340616. Location: On-site –Lyneham, ACT If this job description resonates with you, we encourage you to apply even if you don't meet all of the requirements.

We're interested in getting to know you and what you bring to the table! 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.

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