

Part time - Delivery Coordinator.

Eddistone is looking for a fourth person to join our core team in Hathersage 4 days a week, for 3 hours per day. The role we wish to fill is that of a Delivery Coordinator.

Role Description: Working as part of the core team the successful applicant will support our consultant delivery team with efficient and cost-effective movement, accommodation information and equipment. Additionally, this person will also assist with some of the core office tasks.

The successful applicant will need to have meticulous approach to organisational and processing skills, geographic awareness and excellent interpersonal and communication skills. Ideally this person also has previous scheduling and/or project management experience and is familiar with MS office packages especially Outlook (Diary). Some lone working in our office is probable, this role may require some flexibility in your hours. Exceptionally some remote out of hours involvement may be required.

Key tasks will include;

- Working as part of the infrastructure team.
- Maintaining good communications with the delivery consultant team members.
- Helping to organise efficient (time and cost) movement for our UK wide consultant team, booking flights, coordinating travel and arranging accommodation.
- Help maintain the company diary/calendar.
- Create training notes packs and certificates.
- Office procurement for example; stationary, hospitality items.
- Helping to maintain and setup our in-house training facilities.
- Assisting with other general office duties such as feedback data, customer listings or company documentation, as required.

In return, we are offering;

- In-house coaching for specific role tasks
- Good rates of pay in line with your experience
- Health insurance (after the 1st year)
- Excellent holiday package

This offer is for a permanent post following a successful 3-month trial period, there is potential to further develop and expand this role in terms of additional hours and tasks.

Applying: If you feel that this role would suit your skills and your availability, please write to [opportunities@eddystone.com](mailto:opportunities@eddystone.com) including;

1. Why you think your skills will fit the needs of Eddistone.
2. Your relevant experience which you think is relevant to this role.
3. Your availability for this role.
4. A current CV with contact details.

Application closing date is 30 March 2020.

Eddistone Consulting Limited - [www.eddistone.com](http://www.eddistone.com)