

Commercial and Facilities Coordinator

Lumenisity is a spin out company from the Optoelectronics Research Centre (ORC) at the University of Southampton and is developing novel optical fibre technologies for a variety of end user applications. We have secured substantial funding from a consortium of industrial and private investors and, having recently obtained planning permission to develop a state of the art fabrication facility in Romsey, we are now looking to further build out our own team and infrastructure to work both independently and in continued collaboration with the ORC.

We seek dynamic candidates with energy and a passion for innovation to join and work with us in a fast growing, multidisciplinary team to bring next generation products to market. This creative environment is one in which we anticipate people will develop professionally within a high growth company. In return we can offer a competitive compensation package and a commitment to exciting product development into a fast-developing field.

What you will do:

This is a varied role requiring a mix of skills and disciplines. You will be working closely with the commercial and operations team, undertaking a range of key tasks from placing purchase orders to assisting with the management of the stock inventory. In addition, you will be responsible for the coordination of essential facilities services for the business, as well as carrying out various ad hoc functions within the office environment to help make sure that the day to day administrative duties required by the company are carried out efficiently.

Key Duties and Responsibilities:

- Raise and place purchase orders, keep track of deliveries and follow through regarding invoices and payments
- Deal with post-delivery issues as they arise
- Organise shipments and logistics (including exports/imports)
- Direct, coordinate and plan essential services such as reception, security, maintenance, cleaning, waste disposal and recycling
- Check that agreed work by staff or contractors has been completed satisfactorily and follow up on any deficiencies
- Assist with the maintenance of the Company asset register
- Keep accurate record of all documents on the shared drive
- Communicate with internal/external parties to ensure coordination of activities
- Ensure facilities Health & Safety requirements are met and that facilities legislation is complied with
- Administrative support of other key members of staff
- Management of office supplies and general office administrative tasks

Key knowledge and skills sought are:

- High levels of accuracy and excellent attention to detail
- Proven organisational skills
- Good IT skills (Microsoft Office)
- Experience of managing a full spectrum of FM services
- Knowledge of Health & Safety working practices
- Experience of ERP systems preferred/desirable (ideally 123 Insight)
- Excellent communication skills (written and verbal)

Key attributes sought are:

- Ability to take ownership of issues that arise within the day to day running of facilities matters
- Ability to build strong relationships on a cross functional basis and at all levels within the business (and externally)
- Ability to solve problems in a practical and pragmatic way
- Works well under pressure and able to multi-task
- Excellent team player but also able to work independently and proactively
- Good time management
- Fast learner, flexible and adaptable

Location:

We are located in Hampshire between Southampton and Romsey within a few minutes of the M27.

Interested?

Please send your CV/Resume with a covering email in confidence to recruitment@lumenisity.com. We shall respond to all enquiries.