



HEALTH & SAFETY PROJECT CO-ORDINATOR

About us

Callidus is a leading UK consultant in Health and Safety, Project Management, Asset and Property Management and Health and Safety Training.

We offer a complete consultancy service delivering competent, professional support to clients across the globe. We pride ourselves on providing unrivalled knowledge, dynamic solutions, and exemplary customer service through a fully collaborative approach.

Operating from our Head Office in Leeds and satellite office in Nottingham, we constantly strive to bring a better perspective to our clients and the communities in which we work.

About the role

An exciting opportunity has arisen for an individual to join our team as Health and Safety Project Co-ordinator. The role requires a 'hands on' individual who can take responsibility for ensuring projects are completed efficiently and deal with any practical queries. This is an excellent opportunity to join a business that values training and development.

Salary and Package:

Up to £35k (experience depending) + 26 days annual leave (3 required for Christmas) + Simply Health + Death in Service + Pension

Key Skills / Experience:

- Organised approach, excellent time management skills and prioritising work loads
- Good communication skills
- Ability to work well as part of a team
- Computer literacy (Word, Excel, PowerPoint) and typing skills
- A good level of English spelling and grammar
- Accuracy and attention to detail
- Ability to use own initiative but also know when matters need to be referred to a supervisor

Full training will be given ensuring team members to be multi-skilled and can contribute in all aspects of the team's work.

Key Duties:

- The ability to correctly follow and understand procedures.
- Proactive approach to managing the process from receipt of data from the client through to completion of the work.
- Co-ordinating workflow to ensure this remains on schedule, escalating any risk to deadlines.
- Working closely with members of the Health & Safety team.

- Provide excellent customer service and communicate effectively with clients to ensure all data is processed correctly, and to provide assistance and support throughout their steps in the process
- Demonstrate being a team player, building credible trusting relationships.
- Adhere to data protection laws and regulations and maintain a well-organised filing system to adhere to QMS recommendations.

Additional Administrative Duties

- *Be the first point of contact for phone calls/dealing with queries, maintaining professional and efficient customer service*
- *Multi-skill within the team to ensure contingency and efficiency on workloads, maintaining transparency of work and up-to-date records to enable this*
- *Provide reception service by welcoming visitors, suppliers and contractors, coordinating meeting rooms and accepting and distributing post and deliveries*
- *Assist with any other duties or client services arising*
- *Respond to training or consultancy service queries in a timely manner*
- *Photocopying and scanning*
- *Assist with any other office duties or client services arising*

Why join us?

Our people are our biggest asset, and we take pride in having a strong and capable team. We invest in our people and provide an excellent benefits package, including a private medical insurance allowance and a comprehensive benefits and wellbeing programme.

We are committed to building an inclusive culture and creating an environment where people can balance successful careers with their commitments whilst offering the opportunity for you to grow and develop. Our company mission, vision and values are at the heart of everything we do, and we want to inspire our colleagues to always strive for the absolute best.

We are a passionate company that is ambitious, innovative, and forward-thinking whilst consistently placing sustainability at the fore. We have a progressive, long-term strategy and would like you to be part of our journey.

Callidus is an equal opportunity employer. We aim to create an inclusive workplace where we treat everyone with fairness and respect regardless of age, disability, race, religion, gender identity, sexual orientation or any other legally protected status.