



## Job Description

### Job Title: IT Logistics Coordinator

Reporting to: IT Service Desk Team Lead

Salary: £28,368

Location: 175 St Johns Street, Farringdon (Hybrid, 50%)

Hours & Basis: Maternity cover (9 months), full time, 35 hours

#### About this role:

Place2Be has over 700 staff all set up to work remotely using laptops and mobile phones with a value of over 1 million Pounds based on using Office 365, Azure Active Directory and Software as a Service application. It continues to use need to its head office of 175 St Johns Street as a collaborative working space for training and meetings hub. Place2be has made a significant investment in IT to support remote working, including deployment of laptops and mobile phones to all users and implementing multi-factor authentication to ensure that its staff can work in a secure manner. A challenge is ensured that new staff get the right equipment, when staff leave the equipment is collected and when equipment is broken or updated it is replaced. That records of who has what equipment is timely and kept up to date. We are looking for an IT logistics coordinator with excellent organisational skills, proactiveness and the ability to solve tasks to join the IT team

#### Key Responsibilities:

- Be responsible for getting IT equipment delivered to/back from staff
- Be responsible for processing shipping schedules
- Be responsible for chasing overdue shipping returns
- Updating and maintaining IT Asset Registered
- Registering Warrantees information with Suppliers

#### What you will need:

- Good interpersonal and communication skills with people at different levels
- Flexible and adaptable to varying needs, with ability to prioritise tasks and workload
- Clear precise attitude with methodical attention to detail\*
- A strong team player with a proactive, flexible and mature approach to the role\*
- A strong commitment to our values and ability to demonstrate these in your work: Perseverance, Integrity, Creativity and Compassion. <https://www.place2be.org.uk/about-us/our-work/our-mission-vision-and-values/>.

\* Indicates the minimum criteria needed to be considered for a guaranteed interview under the disability confident scheme.

