



JOB TITLE: PRACTICE COORDINATOR

About Milieu Consult

Milieu Consult is an independent Engineering Consultancy practicing within the Energy and Building Services Engineering sectors of the built environment. We enjoy working on challenging and interesting projects and work with all parties to achieve the solution most appropriate to the respective appointment. We have offices in London and Basingstoke.

We have a portfolio of projects that includes multi-residential, high end residential, commercial office, mixed-use, education and theatre work. For further information on our company please visit www.milieuconsult.com

Opportunity

You would be front of house for our London office, taking calls and greeting clients. This role promises to be varied and includes Executive Administration for our CEO, New Business coordination including preparation of fee proposals.

Based in our London office (located near Holborn).

Core hours 08:30 – 17:30.

Salary range: Dependent on Experience

Line manager: Helen Morris, Director

Type of Candidate

- Experience of working in the Built Environment Sector, ideally consultant side (Architect, Consulting Engineer, Client);
- Confident telephone skills, able to persuade and set up B2B introductions.
- Self-starter, able to work at pace;
- Ability to collate and organize information, create, capture and track tasks;
- Able to work in complete confidence and diligence with privileged information.
- Proficient in PowerPoint.

Outline Tasks:

Front of House for:

- Incoming calls;
- Meetings and event organization;
- Coordinates requirements for London office, refreshments, stationery ordering for both offices;
- Provides ad hoc administrative support to Senior Leadership Team.

Executive Administration:

- Manages diary activities for CEO;
- Ensures follow-ups of delegated work within required timescales
- Coordinates travel arrangements.
- Undertakes bookings and scheduling for business development activities
- Assists with personal administrative requirements in confidence.



New Business

- Undertake sector specific research;
- Pulls together relevant content for B2B marketing presentations and packages in PowerPoint);
- Assists Director with collation of New Business Fee Proposals.
- Keeps abreast of social media and identifies trends and opportunities

If you are interested in the Role please contact Gina.hulme@milieuconsult.com