

## Office Coordinator

Control Risks is a specialist risk consultancy that helps to create secure, compliant and resilient organizations in an age of ever-changing risk. Working across disciplines, technologies and geographies, everything we do is based on our belief that taking risks is essential to our clients' success.

We provide our clients with the insight to focus resources and ensure they are prepared to resolve the issues and crises that occur in any ambitious global organization.

We go beyond problem-solving and give our clients the insight and intelligence they need to realize opportunities and grow. From the boardroom to the remotest location, we have developed an unparalleled ability to bring order to chaos and reassurance to anxiety.

|                                   |  |
|-----------------------------------|--|
| <b>Our people</b>                 | Working with our clients our people are given direct responsibility, career development and the opportunity to work collaboratively on fascinating projects in a rewarding and inclusive global environment.   |
| <b>Location</b>                   | Bogota   |
| <b>Engagement</b>                 | Full-time  |
| <b>Department</b>                 | Office Support   |
| <b>Manager</b>                    | Office Manager   |
| <b>Job purpose</b>                | The Office Coordinator provides support to Control Risks' Bogotá office by adding maximum value and working in conjunction with employees, visitor and clients to ensure proper and efficient coordination of office operations.   |
| <b>Tasks and responsibilities</b> | <p><b>Office Management Support</b></p> <p>Proactively support the Office Manager in daily tasks such as:</p> <ul style="list-style-type: none"><li>▶ Lead the administrative department under the supervision of the Office Manager. The Office Coordinator will be responsible for managing the cleaner and the driver and be responsible for supervising their functions and tasks according to the needs of the office.</li><li>▶ Ensure the smooth running of the office and that the office is maintained in an orderly and clean state, is properly equipped, that all assets are properly functioning, and that those materials and services are efficiently used.</li><li>▶ Under the supervision of the Office Manager, manage and maintain an appropriate level and quality of office supplies. Act as the key point of contact for vendors, liaise with suppliers, calculate and compare costs for required goods or services to achieve maximum value including office supplies and stock purchase decisions. Order catering when needed and maintain office equipment (computers, printers, photocopy machine, telephone system).</li><li>▶ Responsible for supervising the use of stationery, beverages, cleaning products, maintenance of the carpet cleaning and walls.</li></ul> |

- 
- ▶ Support and arrange logistics and travel arrangements for visitors (accommodation, airport pick-up) and also for consultants any time they need it, through the travel agency.
  - ▶ Support the business with the completion and filing of customer vendor forms and submission to customer contracting departments.
  - ▶ Plan and coordinate administrative procedures and systems and devise ways to streamline processes.
  - ▶ Provide general business operations and administrative support to various departments across the organization (Human Resources, Finance, service lines, etc.).
  - ▶ Support, along with the Office Manager, the Colombia Country Manager with travel arrangements, expense reports and daily tasks including managing agenda, scheduling meetings with clients and arranging required logistics.

#### **Reception**

- ▶ Responsible for answering the phone and making sure all phone calls are passed to the right person, using the appropriate protocol. Access control to the office personnel and visitors.
- ▶ Reception and processing of external correspondence, fax and information (documents, quotations, invoices, etc.) from clients and suppliers. Deliver correspondence to the intended person in a timely manner.

#### **Finance**

- ▶ Register the invoices received in a data file for the accounting department and forward for approval and follow-up. File invoices from suppliers for the accounting department.
- ▶ Provide support to collect withholding certificates from customers on an annual basis.

#### **Marketing**

- ▶ Support Office Manager and colleagues whenever necessary in relation to internal and external events.

#### **IT**

- ▶ Along with the Office Manager, ensure a strategic relationship with the IT department, ensuring synergies and thinking of approaches to maximize the utilization of this resource.
- ▶ Support the Office Manager and work closely with colleagues throughout the Americas and local IT to ensure that requests for support are quickly addressed.
- ▶ Act, along with the Office Manager, as the local point of contact with IT, regarding weekly meetings, hardware requirements, inventories, visit coordination and act as an intermediary between departments, etc.
- ▶ Along with the IT team, ensure the functioning of all new hires' devices, according to the established deadlines for this purpose.
- ▶ Responsible for mobile phone use and support.

---

#### **Knowledge and**

- ▶ Bachelor's degree
-

---

experience

- ▶ Proven experience as Office Coordinator or in a similar role
- ▶ Familiarity with office equipment (e.g. fax, printer etc.)
- ▶ Solid knowledge of MS Office, particularly Excel and Word

---

Qualifications and specialist skills

- ▶ Strong administrative skills
- ▶ Attention to detail and problem-solving skills
- ▶ Excellent written and verbal communication skills in both English and Spanish
- ▶ Ability to multitask and prioritize daily workload
- ▶ Excellent communication and interpersonal skills
- ▶ Discretion, confidentiality, and with a positive attitude
- ▶ Proficient in English (oral and written)
- ▶ Good IT skills
- ▶ Reliable with patience and professionalism
- ▶ Ability to thrive in a fast-paced environment and meet deadlines with accuracy.

---

Behaviours

All employees are expected to display behaviors reflective of our company values: Integrity and Ethics, Collaboration and Teamwork, Commitment to People and Professionalism and Excellence.

---

How to apply

If your qualifications, experience and aspirations match our requirements, email a cover letter and CV to:

[Americas.Recruitment@controlrisks.com](mailto:Americas.Recruitment@controlrisks.com)

---