

ILHAM SALEH

Workplace Coordinator • 07745756106 • ilham2saleh@gmail.com
[LinkedIn](#)

SUMMARY

Experienced Workplace Coordinator, proficient in managing office operations and enhancing workplace experiences. Currently entrusted with responsibilities beyond my role, including tasks typically handled by a Workplace Experience Lead. Recently promoted to Site Manager for the company's Employee Hub website, overseeing content and engagement for the London, Dubai, and Munich offices. Committed to creating a productive, engaging, and well-organised work environment through strong communication, leadership, and problem-solving skills.

WORK EXPERIENCE

Workplace Coordinator - Third Bridge Jan 2025 - Present

- Managing office operations and facilities to ensure a productive, well maintained, and safe working environment.
- Proficient in Workplace Software tools, handling desk booking, space planning, and user access management to support a hybrid working model.
- Collaborating closely with vendors and managers, overseeing service contracts, coordinating maintenance work, and ensuring high quality service delivery.
- Supported Property and Health & Safety departments by processing invoices and purchase orders, ensuring accurate financial administration.
- Organised office events and activities, handling logistics, scheduling, and vendor coordination to deliver smooth and engaging experiences for staff.

Workplace Experience Ambassador - CBRE Sep 2022 - Sep 2024

- Collected and analysed employee feedback to identify areas for improvement and implemented changes to enhance workplace experience.
- Managed office supplies, break room inventory, and maintained shared workspace to ensure a comfortable and efficient work environment.
- Ensured smooth office operations by managing office facilities, coordinating with vendors, and overseeing cleanliness and safety standards.
- Proficient in Microsoft 365 (Outlook, Excel, Teams, SharePoint) to streamline workflows and documentation.

TECHNICAL SKILLS

- Microsoft 365 (Outlook, Excel, Teams, SharePoint)
- Google Workspace (Docs, Sheets, Drive, Calendar)
- Project management and task coordination
- Workplace operations and office management systems
- Digital workplace tools and collaboration platforms
- Invoicing and purchase order processing
- Vendor and contractor management
- Ticketing and service request management
- Desk booking and space management systems
- Security and visitor management systems

SOFT SKILLS

- Collaboration
- Communication
- Problem-Solving
- Organization & Planning
- Time Management
- Agile Methodology
- Adaptability
- Attention to Detail