

## Position description:

# Workplace Services Co-ordinator

## Reporting to:

Workplace Services Manager

## Date:

February 2026

## Location:

Wellington

## The role

The Workplace Service Co-ordinator is a key part of maintaining the workplace set up by the future of work team, this ensures the workplace is consistent with Meridian's values of 'How we Work', achieving this by being part of the Workplace Services Team 'go to person' by helping staff to resolve issues and become self sufficient.

## Position accountabilities

- Support the business to ensure new employees are welcomed and all new employee activity is completed for the People Manager in time.
- Ensure that any visitors to the office (Contractors, Staff who don't have a manager to conduct their induction, Suppliers, and visitors) need to be inducted in accordance with Meridian's H&S procedures.
- Manage and maintain the pool vehicle fleet. All cars must be road worthy and charged for staff to use them whenever they are required.
- Ensure all fleet vehicles are serviced, groomed, and well-maintained. This includes confirming registration and RUC stickers are current and distributed, arranging repairs as required, and managing the service report. Action reminders promptly, make relevant updates, and issue follow-up reminders where necessary
- EV pool vehicle support with any issues and Smartrak as/when needed, support to vehicle users, assisting to ensure EVs are used safely and correctly. Give training as and when required. Ensure all charging cords are in good working order and available to be used.
- Be able to drive a wide range of vehicles, including support with collecting new vehicles, delivering outgoing vehicles, and relocating vehicles.
- Be adaptable to work across our various corporate offices as required, maintaining a strong understanding of each location's layout and operational needs
- Maintain appropriate stock levels of stationery, office consumables, kitchen supplies, furniture, and fittings. This includes supporting procurement activities, such as purchasing, coding, and ensuring timely replenishment across all offices.
- Administer the security access and Gallagher Command Centre systems which includes the landlord and Meridian tenancy zones, user permissions, alarm monitoring, and other settings for staff and subcontractors. This also includes managing card access (permanent and temporary) for all staff and visitors.
- Maintain office/facilities working standards, including logging any faults and making sure of timely repairs (work with Niche).



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## Position accountabilities continued

- Work with all the business units using the Storerooms/shared spaces to ensure they are clean and tidy and not overstocked.
- Provide support for events and functions across the wider business, as required.
- Ensure the office's mail and courier services are managed daily to provide fast and efficient service for staff. This includes monitoring and maintaining adequate stock levels of courier supplies.
- Be a positive face of WPS (Workplace Services), checking in with staff to ensure the office is working well for all.
- Work with external service providers to ensure all services and security settings are scheduled for Holidays or periods of Building Closure.
- Review and financially allocate workplace invoices to ensure all costs are fair and true for the goods and services received.
- Ensure collaboration spaces, kitchen/recharge spaces, front of house and visitor and internal meeting rooms are presentable, operable, and have all necessary resources
- Maintain a regularly updated workplace services manual, digital forms, reconciliation spreadsheets, and instructions in accordance with all established procedures.

## Our purpose

Clean energy for a fairer and healthier world.

## What we value

Customers, Safety, Sustainability, People.

## Knowledge, experience and skills

- Vibrant, positive, and energetic approach to each new day
- Advanced computer literacy skills
- Excellent written and verbal communication skills
- Ability to learn new systems, work with new suppliers and positively adopt change
- Passion for working with people and helping them do their best work by making their workplace as effective and efficient as it can be.
- Ability to work in a fast-paced and busy environment
- Full (clean) driver's license

## Our behaviours: 'How to Be'

Be gutsy, Be a good human, Be in the waka.



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