

Jordan Ellis

Operations coordinator

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Professional profile

Operations coordinator supporting a regional maintenance team. Brings experience keeping schedules current, resolving supplier queries and recording decisions so colleagues can follow work through to completion.

Selected contributions

- Reorganised the shared action log so each maintenance request carried an owner, next step and due date.
- Wrote a supplier-query handover that let colleagues continue unresolved cases during leave.
- Helped introduce a booking checklist covering site access, materials and customer updates.

Employment history

Operations Coordinator | Calder Property Services | April 2023 – present

- Coordinate planned maintenance with supervisors and record changes to schedules.
- Match supplier invoices to approved orders and raise discrepancies for review.
- Prepare weekly action summaries for the regional manager.
- Keep customer updates factual when work dates change.

Administrative Assistant | Larch Facilities | August 2020 – March 2023

- Logged service enquiries and passed urgent issues to the duty supervisor.
- Maintained purchase records and checked contact details before confirming visits.
- Prepared meeting notes and followed up agreed actions.

Education and development

Level 3 Diploma in Business Administration | Larch Training Centre | 2022

A levels: Business, Geography and English Language | Calder College | 2020

Working skills

Excel for reconciliation and action logs; scheduling in shared calendars; supplier correspondence; meeting records and document control.