

Workplace Projects and Contracts Coordinator

Property and Workplace Services, London

About Winston Taylor

Shoulder to shoulder in your breakthrough moments.

Winston Taylor is a transatlantic law firm built for the businesses, people, and markets driving capital and innovation.

Whether you're leading the way, disrupting an industry, entering a new phase of growth, or launching a defining product—we're in the room with you. In the action. Sleeves rolled up.

Embedded in your business and sharing your ambition, we take the work personally. Shaping what we do and how we do it around your goals and needs, always one step ahead of the moment.

With a rich history spanning both sides of the Atlantic, we are present in the major commercial centers that matter to our clients: the U.S., the U.K., Europe, Latin America, and the Middle East. Combining scale with the speed clients demand, our defining capabilities include Major Litigation, Critical Transactions, Strategic IP, and Private Wealth.

Our team of over 1,400 lawyers works hand-in-hand across markets, sectors, practice areas, and client teams. All-in problem solvers, we bring the creativity to think differently, and the pragmatism to get things done when it counts the most.

We're fluent in your world, with deep legal experience, rich sector knowledge, and active networks. Because in your business's most critical moments, you don't just need legal know-how. You need people who are deeply part of your world and ahead of where it's going.

The opportunity for you

Position summary

The Workplace Projects and Contracts Coordinator will support the effective management of the firm's workplace and property portfolio, through coordinating projects, contract administration, supplier performance and property governance activities.

The role will act as a central point of coordination across workplace projects, commercial contracts, procurement and supply chain management. The role will also play a key supporting role across the offices and operations, maintaining property data, compliance records and lease information.

Working closely with the Property and Workplace Management team, Project Managers, Procurement, Finance and external suppliers, the postholder will coordinate project activities, manage documentation, track budgets and oversee contract administration to support the successful delivery of workplace initiatives.

This position requires strong organizational skills, attention to detail, and a proactive approach .

Job title

Workplace Projects and Contracts Coordinator

Recruiting manager

Head of Property and Workplace Services

Department

Property and Workplace Services

Working hours

Monday to Friday
(9:30 am–5:30 pm)
Working at least three days a week
from our offices

Location

London

Perm/FTC

Permanent

Salary

Competitive

Working pattern

We are committed to finding the right person for this role and are open to discussing flexible working patterns.

The opportunity for you

Position responsibilities

Workplace Projects

- Support the delivery of workplace projects including office moves, refurbishments, fit-outs, sustainability initiatives and workplace improvement programs.
- Coordinate project plans, schedules, actions, milestones and project documentation.
- Organize project meetings, workshops and stakeholder engagement sessions.
- Monitor project progress and provide regular reporting on milestones, risks and issues.
- Maintain project risk, issue and decision logs.
- Coordinate supplier activities and monitor delivery against agreed project plans.
- Support change management and workplace communication activities associated with projects.
- Ensure project documentation is maintained in accordance with organizational standards and governance requirements.

Property Portfolio

- Maintain accurate property portfolio records, including leases, licenses, occupancy data and site information.
- Support the development and maintenance of estate strategies and property plans.
- Monitor lease events including break clauses, rent reviews, renewals and lease expiries.
- Coordinate property-related data, reporting and performance metrics.
- Support property acquisitions, disposals, relocations and site rationalization activities.
- Maintain property information systems and records, ensuring data accuracy and completeness.
- Produce reports and analysis on portfolio performance, occupancy levels and property costs.
- Support annual business planning and property budgeting exercises.

The opportunity for you

Position responsibilities

Contracts and suppliers

- Maintain a comprehensive register of workplace and property-related contracts.
- Monitor contract expiry dates and procurement timelines.
- Coordinate contract review meetings and supplier performance reporting.
- Support mobilization and implementation of new contracts.
- Track supplier performance against KPIs, SLAs and contractual commitments.
- Assist with contract variations, service changes and governance approvals.
- Ensure contract documentation is maintained and readily accessible.

Governance, stakeholders and continuous improvement

- Raise purchase orders and track project expenditure.
- Support invoice validation and reconciliation processes.
- Produce reports and dashboards on project performance, contract compliance and financial status.
- Assist with business cases, procurement documentation and governance approvals.
- Support audit requests and compliance reviews where required.
- Build effective working relationships with internal stakeholders and external suppliers.
- Act as a key point of contact for project coordination activities.
- Support communication between workplace teams, contractors and business representatives.
- Escalate emerging risks, issues or supplier concerns appropriately.
- Identify opportunities to improve workplace project delivery and contract management processes.
- Support the development of templates, procedures and best practice guidance.
- Contribute to improvements in supplier performance management and reporting.

The opportunity for you

Experience, skills, and qualifications

- Experience coordinating projects within workplace, facilities management, property or corporate services environments.
- Experience using project management methodologies such as PRINCE2, Agile or MSP desirable.
- Experience coordinating multiple activities, deadlines and stakeholders.
- Experience supporting supplier or contract management activities.
- Experience maintaining records, reports and governance documentation.
- Proficient in Microsoft Office and other relevant software applications.
- Strong organizational and planning skills.
- Excellent stakeholder engagement and communication skills.
- Ability to analyze information and produce meaningful reports.
- Good financial administration and budget monitoring skills.
- Understanding of contract management principles and supplier performance monitoring.
- Strong attention to detail and ability to maintain accurate records.
- Ability to work independently and collaboratively within a team environment.
- Understanding of procurement processes and contract governance.
- Knowledge of health and safety requirements relating to workplace projects.
- Have IOSH Working or Managing Safely Certificate or be willing to work towards this.
- Educated to A-Level standard or equivalent experience.
- Relevant qualification in project management, facilities management or business administration desirable.
- To carry out other duties, commensurate with the post, which from time to time may be necessary for the good of Winston Taylor.

Recruitment journey

Stage 1

Interview



Rob Fowler
Head of Talent
Acquisition & Strategy

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■ Rob.Fowler@winstontaylor.com



Hannah Jackson
Senior Recruitment
Manager

■ London
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■ Hannah.Jackson@winstontaylor.com



Daniel Cheasley
Senior Recruitment
Advisor

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Stage 2

Interview two

Stage 3

Meet and greet
with some of
the team



Kendell Woods
Senior Recruitment
Advisor

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■ Kendell.Woods@winstontaylor.com



Meg Vaughan-Irving
Recruitment Senior
Coordinator

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■ Meg.Vaughan@winstontaylor.com



Lottie Williams
Onboarding Senior
Adviser

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Stage 4

Induction

Stage 5

Ongoing
development

We are committed to making all stages of our recruitment process accessible to candidates with disabilities or long-term health conditions.

If you consider yourself to have a disability or long-term health condition, please feel free to be open about this at any point during the recruitment process. This will be dealt with in a confidential manner. If you are not sure what adjustments you require, we will work with you to establish the most suitable adjustments at each stage of the recruitment process.

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