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POSITION TITLE:	Project Co-Ordinator (Fixed Term Contract)
LOCATION:	Head Office, Tauranga
PEOPLE LEADER:	Property Manager

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At Craigs (CIP) we are focused on helping our clients to achieve their financial goals and grow their wealth. We believe that where a client's financial future is concerned, our people are fundamental to achieving this. Our collective skills, knowledge and commitment means that we can provide the best possible outcomes for our clients.

The Project Co-Ordinator primary focus is responsible for end-to-end coordination of company move readiness, including but not limited to staff co-ordination, supplier/vendor and move logistics, and closure of existing premises to move to 2 Devonport. This role ensures a safe, compliant, and efficient office relocation with minimal business disruption and positive employee experience.

This role is a key critical role in supporting the successful planning and delivery of office relocation and workspace transitions. Working closely with the Property Manager, Senior Project Managers, this role provides hands-on coordination, supplier management support, and day-to-day oversight of move-related activities to ensure our Head Office project is delivered safely, on time, and with minimal disruption to staff and business operations.

This position acts as the operational backbone of the relocation project—liaising with internal teams, tracking, creating schedules and actions, coordinating move logistics, and ensuring clear and timely communication with all stakeholders. The Project Coordinator must be highly organised, detail-focused, and comfortable managing multiple tasks simultaneously, while maintaining strong relationships across internal colleagues, vendors and suppliers etc.

The role is ideal for someone who thrives in dynamic environments, enjoys structured planning, and is passionate about creating smooth and well-supported workspace transitions for our staff. It requires a proactive, great communicator, solutions-driven approach and an ability to stay calm and effective during peak activity periods, including move weekends and key transition days.

## WHAT I DO

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### Project Co-ordination for:

#### **1. FACILITIES & BUILDING SERVICES**

### **1.1 Building Setup**

Liaise with the Project & Property Managers, Building developer to obtain handover of the building and attend build training sessions on behalf of CIP. This may include, but not limited to:

- Gathering data for and to receive access cards and ensure these are configured with correct user permissions and quantities.
- Ensure alarms and building security systems have been set to CIP preferences
- Attend building handover training sessions – observe HVAC performance and escalate issues, document and handover to appropriate team for BAU management
- Oversee installation of wayfinding, health & safety, and visitor signage.
- Ensure the Contractor has provided all documents that confirm the building meets all statutory and internal compliance requirements, log in our system and ensure document repository for all above.

### **1.2 Services Setup**

- Arrange, document and manage cleaning services.
- Set up/move waste and recycling services.
- Obtain costings, organise plants/greenery and pest control (as required).

## **2. MOVERS & EXTERNAL SUPPLIERS**

### **2.1 Procurement & Vendor Management**

Liaise with the external Project Manager to conduct the following:

This may include, but not limited to:

- Select and contract the office relocation company.
- Coordinate furniture installers, AV, cabling, and security vendors.

### **2.2 Move Preparation**

Liaise with Project & Property Managers to conduct the following: This may include, but not limited to:

- Create a detailed move schedule and critical path.
- Assign on-the-day coordinators and responsibilities.
- Book lift access and after-hours building access.
- Arrange appropriate insurance coverage for the relocation.

### **2.3 Labelling & Inventory**

- Develop a labelling system for assigning requirements for all inventory in Head Office and Harington St.
- Finalise seating plans and floor maps.
- Ensure distribution of boxes, labels, and packing instructions to staff.

### **3. MOVE DAY LOGISTICS**

#### **3.1 Move Day Planning**

- Prepare a move plan.
- Confirm access, key availability, and security arrangements.
- Ensure protective materials are installed in both buildings (floors, walls, lifts).

#### **3.2 IT Shutdown & Migration Support**

- Align IT shutdown timing with the move schedule (with IT ownership for execution).
- Support backup, labelling, and equipment preparation processes.
- Coordinate with specialist IT movers for safe transport (if required)

#### **3.3 Move Execution**

Liaise with the external Project Manager to conduct the following: This may include, but not limited to:

- Oversee movement of furniture, appliances, equipment, and crates.
- Co-ordinate, book and plan with Vidak for existing desk relocation
- Coordinate reinstatement of desk setups and general equipment
  - Vidak, TIMG Bins, AlSCO, Coffee Machines, Photocopier etc.
- Complete safety and operational readiness checks prior to Go Live.

### **4. HEALTH, SAFETY & COMPLIANCE**

#### **4.1 Pre-Move Safety**

- Work with P&P to ensure completion and documentation for move-related risk assessments.
- Check P&P prepares health & safety documentation and compliance.
- Ensure P&P provide health and safety information to staff and have available in Employee Lounge

#### **4.2 Move Day Safety**

- Appoint and brief safety teams.
- Maintain clear access routes and manage restricted zones.
- Monitor safe execution of move activities.

#### **4.3 New Site Compliance**

- Ensure P&P verify fire evacuation plan and procedures.
- Confirm emergency lighting, extinguishers, and alarm readiness.
- Ensure P&P appoint, assign and brief fire wardens and first aiders.
- Create floor documentation for all to know who to contact

### **5. CLOSURE OF HEAD OFFICE & HARINGTON ST OFFICES**

#### **5.1 Decommissioning**

- Remove all remaining furniture, equipment, and assets.
- Oversee decommissioning of IT and all building infrastructure (with IT support as needed).
- Cancel or transfer utilities and service contracts.

- Collect and deactivate old access cards.

### **5.2 Make-Good Requirements**

- In conjunction with Project & Property Managers conduct landlord walk-through and agree make good requirements to ensure completion and ready for handover back to Landlord
- Coordinate repairs, reinstatement, and final cleaning in conjunction with Property Manager
  - Head Office by February 28
  - Harington St by March 28

### **5.3 Administrative Updates**

- Ensure the update company address on official records and registrations.
- Advise appropriate departments conduct updates to website, email signatures, stationery, and directories etc.
- Notify suppliers, partners, and stakeholders of address change and timings.

## **OTHER RESPONSIBILITIES**

- Alternate 24/7 contact for Alarms nationwide – answering and responding to after-hours calls.
- Assist with other projects or other operational day-to-day property requirements as required by the Property Manager.

## **GENERAL DUTIES AND RESPONSIBILITIES**

- Operate within the parameters of the NZX rules and regulations, relevant legislation and CIP procedures and policies.
- Maintain a high level of competence with Craigs Investment Partners' systems.
- Follow company policy and process to ensure client information is protected against loss, unauthorised access, use, modification or disclosure.
- Maintain the core competencies as set down by the Company from time to time.
- Complete all Company educational requirements as required for the role as set by the Company.
- At all times follow Company prescribed administrative processes and policies, including use of supporting systems.
- Act professionally, ethically and work co-operatively and constructively within the framework of the Company structure.
- At all times act with integrity and treat clients fairly and respectfully.
- Any other tasks as requested by your manager.

## **NZX RULES REFERENCED WITH LEGISLATION AND POLICY**

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The NZX Participant Rules can be found electronically at the following address -

## APPENDIX ONE: Position Description

<https://www.nzx.com/regulation/nzx-rules-guidance/participant-guidance>

CIP policies can be found on the Staff Intranet.

## WHAT I VALUE

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At Craigs, we pride ourselves on creating an environment where our people feel they belong and can bring their best self to work and feel valued. We grow as a team and with our clients and are always looking to support our communities – both internal and external. Our values build the foundation of how we work and how we provide great outcomes for our people and our clients.

## WHAT I BRING

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### Qualifications (Preferred)

- Facilities management or project management qualification

### Skills, Experience and Attributes

- Proven experience coordinating complex office moves or fit-outs.
- Strong supplier/vendor management and contract negotiation skills.
- Demonstrated knowledge of building compliance
- Excellent planning, scheduling, and stakeholder communication skills.
- Calm under pressure; able to lead execution on move day(s).
- Proficient with MS Excel/Project/Teams (or equivalents) for planning and tracking.

### Key Relationships

- Internal: IT, People & Performance, Finance, Executives, Leadership, Compliance, Change team.
- External: External Project Manager, Building management, landlords; relocation companies; contractors and suppliers (cleaning, security, cabling, AV, furniture).