**Our purpose: ‘Making People Better’**

**Job details**

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| **Job title** | Facilities Assistant |
| **Department** | Central Facilities |
| **Location** | Based in Crystal Palace or Orpington part remote |
| **Reporting to (job title only)** | Facilities Manager |
| **Direct reports (job title only)** |  |
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| **Job purpose** | To support the central Facilities department by delivering administrative back-office support for premises across the estate, including clinical and non-clinical locations; assist and support with projects relating to the improvement and growth of the business where necessary. |
| **Role and Responsibilities** | **Our Team**   * Ensure the Facilities team is kept up to date with all Facilities related issues, using the Facilities teams channel as a point of resource. * Assist with the management of relationships with key stakeholders and suppliers; keeping track of sub-contractor relationships, ensuring servicing and maintenance occurs on time and within budget.   **Main Responsibilities**   * Monitor and respond in a timely fashion to the facilities inbox * Organise electronic files appropriately in the facilities SharePoint folder. * Book in appropriate contractors for planned and unplanned maintenance using our preferred supplier list * Liaise with suppliers and correspond to requests from internal members of staff * Carry out the ordering of supplies and consumables for the appropriate clinics. * Carry out weekly stock checks and communicate with other sites to obtain figures and collate * Log new maintenance jobs on our team’s channel * Assist in ensuring compliance information is collated and up to date * Keep the maintenance spreadsheet up to date * Print ID badges for service departments * Carry out other reasonable ad hoc duties to support the business * Support with document control for the department |
| **Additional information** | * Comply with all organisational policies and procedures |

**Person specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * General office experience – GCSE or equivalent | * Building/premises knowledge |
| **Experience** | * General administration tasks | Working for a facilities management company |
| **Skills** | * Good general IT skills in particular Excel and MS teams * Ability to multitask and prioritise work * Team player |  |
| **Knowledge** | * Dealing with external suppliers and contractors |  |
| **Personal competencies and qualities** | * Patience and resilience * Adaptive to change |  |