**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
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| **Additional information** | * Comply with all organisational policies and procedures
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**Person specification:**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * General office experience – GCSE or equivalent

  | * Building/premises knowledge
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| **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
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| **Knowledge** | * Dealing with external suppliers and contractors
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| **Personal competencies and qualities** | * Patience and resilience
* Adaptive to change
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