

We're Hiring!

Role: Facilities Assistant

Location: Woking, with travel around the M3/M4 corridor

Are you passionate about facilities management?

Committed to providing great customer service?

Great with people and building relationships?

We're looking for a Facilities Assistant to provide administrative and operational support to a team of Facilities Managers and Assistant Facilities Managers who have day to day responsibility for the management and operation of a portfolio of properties.

Key Objectives

- Support the M3/M4 area Facilities Management team with administration support
- Support the M3/M4 area Facilities Management team to ensure full statutory compliance is consistently achieved

Key Accountabilities

- Provide a general helpdesk facility for the FM team
- Raise purchase orders for works approved by the FM team in a timely manner
- Process invoices approved by the FM team in a timely manner
- Ensure monthly emergency contact lists are updated
- Liaison with contractors and tenants to update on outstanding issues
- Coordinate maintenance visits between contractors/tenants
- Attend site and carry out H&S checks/meter readings as required
- Co-ordinate diaries and meeting timetables as required
- Attend meetings as necessary and produce meetings/agenda as required
- Take responsibility for record keeping as directed by the FM team
- Provide holiday cover for FM team across London Sites

Property Outline

Approximately 15 buildings

Communication Lines

- Contracts management and staff for Security, M&E, Cleaning and Landscaping.
- Fabric maintenance contractors – communicating with contract managers and operatives.
- Ashdown Phillips & Partners – MD, Directors, surveyors, consultants, staff and FM Team
- Health & Safety Consultants /Insurance Inspectors
- Tenants – their consultants, fit out agents and contractors

Person Specification

These are the minimum key areas of knowledge, skills and experience.

- Driving licence and use of car
- Experience of administration tasks
- Friendly personality
- Strong communication skills
- Self-motivation with good attention to detail
- Experience of basic clerical duties and office procedures
- Good working knowledge of MS Office to a competent level within an office environment
- Can-do attitude
- Facilities management/helpdesk background desired

To apply, please send your CV to Nikki Brennan at HR@ashdownphillips.com