

## Facilities Management Admin Support

<b>Contract:</b>	Permanent
<b>Full Time / Part Time:</b>	Full Time
<b>Hours:</b>	35 Hours Per Week Monday – Friday 9.30 – 5.30
<b>Department:</b>	Facilities
<b>Location:</b>	4 <sup>th</sup> Floor, Golden House, 30 Pulteney Street, London W1F 9NN
<b>Salary:</b>	Negotiable

### **Purpose**

The Facilities Admin Support reports to the Deputy Facilities Manager (DFM) with support from the Facilities Manager (FM), focusing on Compliance Services such as Health & Safety, FRA reports, and remedial actions. The role covers the London, Bristol, and Evolve Estates regions.

### **Key Responsibilities**

#### **Risk Assessments**

- Upload Health & Safety, Fire Risk Assessments, Asbestos, and Legionella reports into respective file locations.
- Schedule re-inspections as needed.

#### **Health & Safety/Compliance**

- Review Risk Assessments and identify required remedial actions.
- Obtain quotes from approved suppliers and instruct works - £500 Inclusive repair limit.
- Manage regional quote logs and update the Statutory Compliance tracker upon task completion.

#### **Statutory Compliance Services**

- Monitor and ensure compliance schedules are met.
- Upload and review contractor reports, flagging non-compliance and requesting quotes for remedial work (requesting approvals for costs over £500).
- Provide feedback in contractor review meetings.

### **Office Admin Support**

- Assist with ad-hoc admin duties: team projects, meeting support, and clerical tasks.

### **Additional Support**

- Cover team members on A/L and assist with FM project work.

### **Person Specification**

- Team player with clear communication skills.
- Proficient in Microsoft Office.
- Customer service experience preferred.
- Proactive attitude.

### **Qualifications / Training**

- Experience in administrative roles.
- Facilities/Compliance Management experience preferred.