

Facilities Management Admin Support

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