

JOB ADVERT - Details



Company:	Crabtree
Role title:	Facilities Assistant
Internal Reference Number:	
Closing date:	1 st May 2019
Salary:	N/A
Working Hours:	10.00am – 4.30pm Monday - Friday
Temporary / Fixed Term / Permanent contract:	Permanent
Location:	London,
Contact details for applications:	Chris March chris.march@crabtreeproperty.co.uk
Role description:	<p>Based within the Facilities Team, this role is to ensure that the offices of Crabtree Property Management are in a professional and workable condition for all members of staff within the group. This support role to the business provides assistance in the various aspects of Facilities and Administrative duties.</p> <p>Main Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Assisting the Facilities Manager to rectify office malfunctions • Meeting and greeting office visitors • Keeping the reception area tidy and presentable always • Receiving and signing for incoming parcels • Managing & issuing daily car park permits • Providing refreshments for visitors and meetings • Onsite key scheme management • Holding keys for vehicle fleet and associated documentation • Arranging couriers

	<ul style="list-style-type: none"> • Taking messages when required • Assisting with morning and afternoon mail duties - including - opening; bar coding; scanning; distribution; collecting; franking; returned post; Recorded Deliveries; Special Deliveries • Cleanliness of meeting rooms and kitchens • Ordering & Distribution of office consumables including stationery and kitchen sundries • Undertake Health and Safety checks on a daily, weekly and monthly basis – Including Fire Extinguisher Checks, Emergency Light Checks • Assist the Facilities Manager in Office Moves – including the movement of heavy furniture • Purchasing & managing the distribution of milk in the office • Ensuring that database for office site storage (Arcadia) is up to date • Ensuring that the archive database (Big Web Warehouse) is correctly inputted and up to date • Updating and maintaining the Facilities File • Assisting with fleet upkeep • Assisting with fob management • General administration duties • Compiling and issuing of New Build welcome packs • Dealing with online notifications • Performing correspondence updates • Any other duties as requested by the Facilities Manager <p>Person Specification:</p> <p>Qualifications</p> <ul style="list-style-type: none"> • GCSE English and Maths Grade C or equivalent <p>Experience</p> <ul style="list-style-type: none"> • 12 months experience, working in a busy office environment <p>Knowledge</p> <ul style="list-style-type: none"> • Basic Health and Safety • Basic and Capability of Manual Handling <p>Technical Skills</p> <ul style="list-style-type: none"> • Use of Microsoft packages, including Word, Excel and Outlook • Basic knowledge of Qube System • Basic maintenance Skills <p>Personal Qualities</p> <ul style="list-style-type: none"> • Well presented, professional and approachable manner • Able to prioritise work load and multi-task
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	<ul style="list-style-type: none">• Use own initiative and be able to demonstrate a calm and confident manner when dealing with difficult situations• Ability to communicate at all management levels• Capable of performing Manual Handling Duties• Good time keeping• Customer focused• Work well under pressure• Effective team player• A good eye for detail and an ability to work accurately• Clear and concise communication, both verbally and written
Company website (optional):	