



Driver / Facilities Assistant

A Driver / Facilities Assistant vacancy is available at our Odiham offices in Hampshire. This is a permanent, full time position, working in the Facilities Management department, required to drive Company vehicles, carrying passengers, goods, or fluids and other samples for laboratory testing, making other collections and deliveries, undertaking general errands, and carrying out kit logistics tasks - i.e. the shipping of kits, goods and receipt of similar. In addition, Facilities related tasks are also part of this role. Further duties are listed below and involve some manual handling and lifting:

- cleaning and driving company vehicles;
- assembling and packing sample kits ready for dispatch;
- arranging couriers to collect sample kits for delivery;
- assisting with moving deliveries/dispatch items to the correct location;
- assisting with disposal of oil samples, waste and general housekeeping;
- ad hoc items of general basic maintenance.

The successful candidate will be expected to:

- be able to work well in a team;
- be presentable, and have a flexible attitude and methodical approach to all matters;
- have a reasonable standard of written and spoken English and be able to work and communicate effectively at all levels;
- be PC literate and familiar with Microsoft Office suite of programs;
- have a full clean driving licence with category B and substantial driving experience. Further driving categories of B+E, C1 and C1+E, would be an advantage as would knowledge of and experience driving in London.

Basic working hours are Monday to Friday, 37½ hours per week, 7½ hours per day, 9:00 am to 5:30 pm inclusive of one-hour lunch break. However, you will be required to work additional overtime hours on the Driver's rota (currently one week in three), covering bank/public holidays, weekends, and evening hours.

You will be joining a stable and well-established organisation in state-of-the-art offices offering a very comfortable working environment. Benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, free Wi-Fi and on-site parking. Further details are available at www.spectro-oil.com/careers.html.

Please apply with your latest detailed CV, a covering note, and an indication of your salary expectations, via email to: recruitment@spectro-oil.com.