



Facilities Management Officer

The Company is recruiting for an experienced Facilities Management Officer at our headquarters in Odiham, Hampshire. This is a permanent, full time position, responsible for the day-to-day running and operation of company vehicles and facilities, buildings, and supporting infrastructure, and at times overseeing maintenance tasks. The duties will include looking after the headquarters at Hatchwood Place, Odiham, but also the warehouse located at Steventon, Hampshire. A full job description is available on request.

We are looking for a candidate with proven facilities experience of working in an owned building and providing professional support and guidance for staff, and external contractors. The job holder should:

- have a good understanding of the built environment;
- have a sound knowledge of general Health & Safety practice and compliance;
- have a flexible attitude and methodical approach to all matters;
- be prepared to work outside the standard working hours per week to ensure that our operations are constantly supported in the areas of responsibility;
- be presentable, and have a reasonable standard of written and spoken English and be able to work and communicate effectively at all levels;
- be computer literate and familiar with Microsoft Office suite of programs;
- have general basic DIY maintenance knowledge;
- 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 although not essential.

The 37½ hours per week, 7½ hours per day 9:00 am to 5:30 pm, will be worked Monday to Friday. Salary will be dependent on qualifications, skills, and experience.

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.

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