



Facilities and Logistics Supervisor

The Company is recruiting for an experienced Facilities and Logistics Supervisor at our headquarters in Odiham, Hampshire. This is a permanent, full time position, responsible for the day-to-day running of the facilities and logistics department, supervising a team currently comprising of a Facilities and Maintenance Officer, a Kit Production Coordinator, a Stores Assistant, and Drivers/Facilities Assistants. Amongst other responsibilities, the main overall duties will involve looking after the Hatchwood Place buildings and grounds complex, Company vehicles, and kit production and dispatch.

A full job description is available on request.

We are looking for a candidate with relevant supervisory skills and experience. The job holder should:

- have knowledge and experience of customs shipping and clearance;
- 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 as would knowledge of and experience driving in London.

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 Company Health Insurance, 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.