Facilities & Maintenance Manager

A Facilities and Maintenance Manager vacancy is available at our Odiham offices in Hampshire. This is a permanent, full time position, working in the Facilities Management department carrying out facilities related duties, some of which are outlined below.

Responsibilities

- Day-to-day running and operation of the buildings, facilities and supporting infrastructure.
- Overall liaison with all other internal departments.
- Handling site maintenance and care of the premises, including the buildings and car park and outside areas.
- Liaising with the Financial Controller - Director for building/grounds security and maintenance related issue.
- Issue and control of Company keys.
- Arranging a Company presence with sub-contractors while they are on the premises.
- Responding to Security Alarm Call-Outs by contacting the relevant Security Monitoring Company and other staff as appropriate.
- Complying with all Company rules, policies, procedures, and codes of practice and ensuring the team meet these requirements.
- Undertaking other duties as may reasonably be requested, including some manual handling and lifting.
- Attending any training as required.

We are looking for applicants who are enthusiastic, motivated, who are able to use their initiative, and think independently. The successful candidate should:

- have experience of working in facilities and people management,
- 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 with all levels,
- be computer literate and familiar with Microsoft Office suite of programs,
- have general basic DIY maintenance knowledge,
- have a full clean driving license with category B and driving experience.

The hours are Monday to Friday, nominally 37 ½ hours per week, 7 ½ hours per day, plus a one-hour unpaid lunch break, 9:00 am to 5:30 pm.

You will be joining a stable and well-established organisation, in state-of-the art offices, offering a very comfortable working environment. Other benefits include annual leave 28 days rising to 33 days pa pro-rata (inclusive of Bank/Public holidays), work related contributory pension scheme, Employee Assistance Programme, free Wi-Fi, and on-site parking.

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