

Job Description

Job title	Facilities Assistant	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

Describe the overall purpose of the job in two or three sentences.

Location:

Salary:

Working hours:

Benefits: 25 Days Holiday + BH, Flex Benefits (EMCOR UK discount scheme)

About EMCOR UK:

At EMCOR UK, we revolutionise facilities management by combining our engineering heritage and innovation capability. We prioritise people in everything we do, collaborating closely with our customers to understand all their needs, from the big picture to day-to-day operations. Our purpose is to "create a better world at work". Using our unique insight platform, "One Data World," we harness data-driven intelligence to make informed decisions, adapting our services to meet our customers' evolving requirements. This allows us to cultivate an enhanced workplace experience for their teams whilst optimising efficiency, meticulously managing every asset, and minimising their impact on the planet. All supported by our commitment to safety, compliance, and assurance. Our partnering approach empowers our customers to shape a better future. Whether guiding their path to net zero or redeveloping their facilities for enhanced efficiency, we create better places for work whilst taking away the burden of facility operations, freeing up our customers to concentrate on their business.

To work as part of the Facility Assistants team in the delivery of tasks to fulfil the contractual requirements. To ensure that service delivery is maintained to SLA's and ensure that all activities are delivered in accordance with customer expectation.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

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- Maintain records of the activities and report on any issues that may impact on SLA's ahead of target.
- Support the technical team in assisting with general maintenance works as and when required and needed.
- To undertake sufficient training to ensure knowledge of the systems required to facilitate the position.
- To escalate any and all feedback for quick resolution.
- To communicate effectively with all colleagues to prioritise work and encourage excellent feedback and formulating minutes of meetings between contractors.
- Management of day-to-day inventory and stock control
- Control all stock from goods inwards to dispatch
- Maintain and control stock levels
- To source material and tooling for all related technical jobs
- Processing orders and delivery of spare parts, components and lab equipment
- Distribution of parts to technicians
- To load and unload deliveries
- Source, develop and maintain relationship with suppliers and subcontractors
- Adherence to all EFS and client processes for laboratory conditions
- Contribution to the smooth running of the laboratories by carrying out a range of non-project procedures
- Ensure maximum stock levels at all times
- Reduced time due to lack of available stock
- Painting as directed the interior and exterior of areas.
- Repairing any damage to walls and filling in small cracks/holes.
- Repairing damage to wallpaper.
- Carrying out any ad-hoc maintenance requests.
- To ensure that clients are subjected to minimum disruptions whilst work is carried out.
- As required, assess portorage jobs and complete relevant H&S risk assessments, ensuring all staff undertaking the task are appropriately briefed and aware of their responsibilities
- Sorting, delivery and collection of post across site as directed by the Site Manager.
- Moving of office furniture and equipment, ensuring compliance with manual handling, risk assessments and method statements
- Moving of stores and equipment, ensuring compliance with manual handling, risk assessments, method statements and client specific access permits and equipment move and store procedures
- Reconfiguring meeting and conference room furniture and equipment as directed.
- Carrying out and completion of portorage help desk tasks as requested to carry out PPM

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and reactive tasks as instructed

- Carry out minor mechanical works and handyman tasks
- Provide assistance to third parties as and when required
- Act upon reasonable requests and instructions from Site Supervisor, Contracts Manager and Client
- Assistance on other sites can be expected
- To work reasonable overtime as and when required

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Physically able to undertake a number of manual activities on an office and laboratory research and development site.
- IT literate for spreadsheets, databases and general word applications essential.
- Ability to multitask and work alone
- Excellent communication skills and the ability to motivate others.
- Willing to learn new skills and can disseminate knowledge to other team members.
- Understanding of Facilities Management would be desired
- Exemplary customer service skills
- Calm under pressure
- Effective organisational skills

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Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

At EMCOR UK, we embrace and celebrate diversity in all its forms.

We welcome applicants from all backgrounds and experiences, regardless of age, race, gender, sexual orientation, religion, disability, or any other characteristic that makes you unique. We believe that a diverse and inclusive workforce fosters creativity, innovation, and better problem-solving.

We encourage applications from all candidates and are committed to providing equal opportunities for employment and growth, supported by our inclusive policies and practices.

Join us in our endeavour to build a culture of mutual respect and equity, a place where every voice is heard, and every individual is championed.

Join us in building a better world at work.

25 Days holidays + Bank holidays

Holiday Buy Scheme – up to 5 days a year

Industry leading Maternity & Paternity Policies

Refer a Friend scheme – worth £500 per referral

GEMS – Internal recognition scheme with vouchers for Amazon and retail/dining

Extensive Learning & Development opportunities, including opportunities for progression.

Access to Flex Benefits: Discount Shopping, Gym, Mobile, Family Activities, Insurance, Dining Experience, Car Leasing and Breakdown Cover.

Bike To Work Scheme

Paid volunteering and charity days

Medicash – Health cash plan – Benefits covered include dental, optical, physiotherapy and a health & wellbeing.

Employee Assistance Programme – Offering guidance and advice on Personal, Health, Legal and Financial queries.

Line Manager Signature	
Print Name	
Date	

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Job Holder Signature	
Print Name	
Date	

FOR HR USE ONLY:					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	