

Facilities Team Administrator

1) REPORTING TO:

- Facilities Manager

2) ETHOS OF POST:

- Efficient and effective administration team member who contributes to the effectiveness of the Facilities team and consequently improve service delivery to vulnerable people by supporting team members

3) CHIEF DUTIES AND RESPONSIBILITIES:

- To provide high quality administrative support to Facilities team including:
- Booking in repairs and servicing visits with residents
- Arranging access for external contractors
- Monthly identification of servicing) requirements (gas, electric etc.
- Coordination of void works and completion (cleaning, repairs, gas & electric checks etc.).
- Coordinating and updating cyclical maintenance records
- Monthly ordering of consumables both for offices and maintenance staff
- Working with our web based maintenance system (Upkeep) performing the following tasks:
 - Raising purchase orders on 'Upkeep' maintenance system
 - Auditing and updating including checking overdue/uncompleted orders, costings etc.
 - Invoice processing ready for signature
 - Assigning maintenance jobs to workers
 - Adding new suppliers
 - Adding new properties
 - Adding asset details to properties e.g. cookers fridges etc.
 - Malicious damage recharging on works and purchase orders
 - SDC/WDC 1/4 invoicing
- Invoice processing ready for signature
- Processing, recording and filing of Health and Safety Checklists
- Coordination and inputting fire panel checks
- Recording and filing of Lone Worker Checks
- Recording and filing of Incident Reports
- Contractor information and insurance checks
- Van bookings co-ordination for drivers
- Coordination and booking or van servicing, MOT and Tax
- Regular/annual reviews of driver information for company vehicles
- Updating certificate files

- TV License renewals
- General maintenance filing

4) OTHER

- Ensure that all duties are carried out in a professional manner and in accordance with the guidelines and policies of Coventry Cyrenians
- Attend training courses, supervision sessions and meetings as required
- Carry out such duties as may be commensurate with the post as agreed with line managers

5) LOCATION AND TRAVEL

- The job may involve some travelling in order to adequately perform the duties as detailed
- Location – Head Office, Coventry Cyrenians, Oakwood House, Cheylesmore, Coventry, CV1 2HL.

Nov 18

Facilities Team Administrator Person Specification

Skills, Abilities and Knowledge

- Positive professional support attitude and effective communication style
- Proven skills in Microsoft Office (Word, Excel, Outlook, PowerPoint, Access)
- Problem solver
- Ability to prioritise activities/workload and to meet to meet deadlines sometimes under pressure
- Knowledge of organisation policies practice
- Assertive to meet deadlines
- Ability to organise
- Commitment to efficiency of dedicated team activities
- Customer friendly and able to relate to service users
- Effective telephone manner
- Time efficient
- Ability to take responsibility for identifying own training and self-development needs

Attitudes and values

- **Essential**
 - i) Empathy with the social aims and values of the organisation
 - ii) Commitment to continuous improvement and change
 - iii) Commitment to Equal Opportunities