

### Facilities Coordinator (Maternity Cover)

A motivated and capable individual is required to join our dynamic and expanding company on a 12-month, fixed term basis.

The successful candidate is required to have experience working in a similar facilities role, and must be well organised, possess good communication skills and have a keen eye for detail. The Facilities Coordinator will be expected to interface with all levels of the business and will be pivotal in the effective management of the company's Aberdeen facilities.

### Benefits

The role comes with an excellent salary and the following benefits:

- Culture that promotes teamwork and empowering individuals to make a difference
- Further Education opportunities
- Competitive Holidays
- Company Pension contributions
- Private Healthcare and Life Insurance

### Principal Duties

The Facilities Coordinator (Maternity Cover) will be required to:

- be the first point of contact for facilities issues and queries.
- plan and schedule routine and ad-hoc maintenance, engaging with contractors as required.
- build relationships with approved vendors and perform vendor reviews with Procurement team.
- collate all facilities costs in a reportable format for Accounts and Management review, adhering to required reporting schedules.
- review and analyse service and utility invoices for approval prior to processing by Accounts.
- obtain quotations and necessary approval as appropriate in relation to facilities spend.
- administer tendering process for outsourced facilities services and utilities provision, liaising with Management, Commercial and Accounts teams as appropriate.
- work closely with HSE Advisor to ensure facilities comply with Health & Safety legislation.
- work with Team Leaders to ensure facilities are suitably configured and maintained for the business functions they are required to facilitate.

### Required Knowledge & Experience

The Facilities Coordinator (Maternity Cover) is required to have the following knowledge & experience:

- previous experience in a similar facilities role
- experience in maintaining accurate records and producing reports for all levels within an organisation
- understanding of cost control and reporting in relation to facilities management

### Desirable Knowledge & Experience

It is advantageous for the Facilities Coordinator (Maternity Cover) to have the following knowledge & experience:

- experience in tendering and/or service contract negotiations
- familiar with workplace facilities legislation

### Location

Kirkhill Industrial Estate, Dyce, Aberdeen.

Apply by email [only](mailto:only) with your full CV to [Vacancies-Technical@metrol.co.uk](mailto:Vacancies-Technical@metrol.co.uk)