Job Overview:

Facilities & Fleet Administrator

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| **Job Title:**  Facilities & Fleet Administrator | **Location:**  Regent’s Wharf – King’s Cross | **Company:**  Gratte Brothers Group |
| **Reporting to:**  Group Facilities Manager | | |

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| **Job Purpose:**  The Facilities & Fleet Administrator shall provide administrative support to the Facilities department of Gratte Brothers. You shall work alongside the Group Facilities Manager, Deputy Facilities Manager and Reception Supervisor to provide assistance in all areas of Head Office with regards to housekeeping, general administration, office supplies and equipment. |

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| **Key Areas of Responsibility:**   * Assisting the Group Facilities Manager and Deputy Facilities Manager with administration relating to facilities management and health and safety, * Day-to-day vehicle hire. * Mileage claim submission. * Processing of parking/speeding fines etc. * Tracker reporting. * Vehicle updates, MOT’s and service booking. * Administration for all vehicle sales and purchase. * Maintaining PPM spreadsheets. * Vehicle breakdown/accident management admin. * Ensuring the smooth running of all photocopiers and office equipment. * Assisting reception in preparation of meeting rooms and general housekeeping. * Undertaking general administration/facilities tasks as and when required to support the Group Facilities Manager and Deputy Facilities Manager. * Provide ad-hoc reception cover when requested. * Facilities/fleet environmental energy management.   ***This is a broad overview of the position and does not encompass all aspects of the role.***  ***Gratte Brothers are an equal opportunities employer and welcome applications from all.*** |

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| **Knowledge & Experience**   * Previous experience gained working in an Administration or Office Support role (essential). * Experience of working in a Facilities department or team (desirable). |
| **Attributes & Skills**  Essential:   * Strong administration skills. * Able to organise and prioritise a varied and busy workload. * Able to work under pressure and to deadlines. * Professional, friendly and service-focussed manner. * Works with flexibility with regard to workload and changing priorities. * Reliable and conscientious. * Supportive team player. * Good IT ability and experience of using MS Office suite. |
| **Qualifications**   * GCSE grades A-C in Maths and English or equivalent (essential). |