

Administration

[Apply Now](#)

Company: Randstad

Location: Abingdon

Category: other-general

job details Randstad Construction & Property are currently recruiting for a Facilities Administrator to join our client's newly formed team on a new, exciting contract they have just secured. The role will be strongly focused around customer service and the support you can offer to stakeholders within the business. The successful candidate will be the first point of contact for customers calling into the Helpdesk. This role will be based on site at the client's premises in Abingdon. The main working hours for this role will be between 8:00am - 5:00pm. The package: Salary up to £28,000 per annum Core hours Monday to Friday (40 hour week) Annual leave & bank holidays Generous pension scheme Training and development courses Your role will include: Main point of contact for subcontractors, managing their processes and prompting updates Raising purchase orders for subcontractors Closing off jobs for engineers Raising of reactive & PPM work orders Managing complaints and escalations effectively Keep WIP levels on contracts to a minimum to ensure timely completion of work orders Assist with reporting on jobs logged, completed and outstanding Collating figures for monthly KPI reporting Completion of engineers timesheets Filing, scanning and tracking of engineers paperwork Log engineers overtime and holidays for weekly reporting to management Provide general administrative support What we are looking for: Strong administration and customer service skills Experience working in a Facilities Management environment with CAFM systems (desired but not essential) Knowledge of Microsoft Office packages Strong planning and organisational skills, with attention to detail T: +44 (0)0117 311 6499 E: Randstad Construction & Property are currently recruiting for a Facilities Administrator to join our client's newly formed team on a new, exciting contract they have just

secured. The role will be strongly focused around customer service and the support you can offer to stakeholders within the business. The successful candidate will be the first point of contact for customers calling into the Helpdesk. This role will be based on site at the client's premises in Bristol. The main working hours for this role will be between 8:00am - 5:00pm. The package: Salary up to £27,000 per annum Core hours Monday to Friday (40 hour week) Annual leave & bank holidays Generous pension scheme Training and development courses Your role will include: Main point of contact for subcontractors, managing their processes and prompting updates Raising purchase orders for subcontractors Closing off jobs for engineers Raising of reactive & PPM work orders Managing complaints and escalations effectively Keep WIP levels on contracts to a minimum to ensure timely completion of work orders Assist with reporting on jobs logged, completed and outstanding Collating figures for monthly KPI reporting Completion of engineers timesheets Filing, scanning and tracking of engineers paperwork Log engineers overtime and holidays for weekly reporting to management Provide general administrative support What we are looking for: Strong administration and customer service skills Experience working in a Facilities Management environment with CAFM systems (desired but not essential) Knowledge of Microsoft Office packages Strong planning and organisational skills, with attention to detail T: +44 (0)0117 311 6499

Randstad CPE values diversity and promotes equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss reasonable adjustments and/or additional arrangements as required to support your application. Candidates must be eligible to live and work in the UK. For the purposes of the Conduct Regulations 2003, when advertising permanent vacancies we are acting as an Employment Agency, and when advertising temporary/contract vacancies we are acting as an Employment Business. ... Randstad Construction & Property are currently recruiting for a Facilities Administrator to join our client's newly formed team on a new, exciting contract they have just secured. The role will be strongly focused around customer service and the support you can offer to stakeholders within the business. The successful candidate will be the first point of contact for customers calling into the Helpdesk. This role will be based on site at the client's premises in Abingdon. The main working hours for this role will be between 8:00am - 5:00pm. The package: Salary up to £28,000 per annum Core hours Monday to Friday (40 hour week) Annual leave & bank holidays Generous pension scheme Training and development courses Your role will include: Main point of contact for

subcontractors, managing their processes and prompting updates Raising purchase orders for subcontractors Closing off jobs for engineers Raising of reactive & PPM work orders Managing complaints and escalations effectively Keep WIP levels on contracts to a minimum to ensure timely completion of workorders Assist with reporting on jobs logged, completed and outstanding Collating figures for monthly KPI reporting Completion of engineers timesheets Filing, scanning and tracking of engineers paperwork Log engineers overtime and holidays for weekly reporting to management Provide general administrative support What we are looking for: Strong administration and customer service skills Experience working in a Facilities Management environment with CAFM systems (desired but not essential) Knowledge of Microsoft Office packages Strong planning and organisational skills, with attention to detail T: +44 (0)0117 311 6499 E: Randstad Construction & Property are currently recruiting for a Facilities Administrator to join our client's newly formed team on a new, exciting contract they have just secured. The role will be strongly focused around customer service and the support you can offer to stakeholders within the business. The successful candidate will be the first point of contact for customers calling into the Helpdesk. This role will be based on site at the client's premises in Bristol. The main working hours for this role will be between 8:00am - 5:00pm. The package: Salary up to £,27000 per annum Core hours Monday to Friday (40hour week) Annual leave & bank holidays Generous pension scheme Training and development courses Your role will include: Main point of contact for subcontractors, managing their processes and prompting updates Raising purchase orders for subcontractors Closing off jobs for engineers Raising of reactive & PPM work orders Managing complaints and escalations effectively Keep WIP levels on contracts to a minimum to ensure timely completion of workorders Assist with reporting on jobs logged, completed and outstanding Collating figures for monthly KPI reporting Completion of engineers timesheets Filing, scanning and tracking of engineers paperwork Log engineers overtime and holidays for weekly reporting to management Provide general administrative support What we are looking for: Strong administration and customer service skills Experience working in a Facilities Management environment with CAFM systems (desired but not essential) Knowledge of Microsoft Office packages Strong planning and organisational skills, with attention to detail T: +44 (0)0117 311 6499 Randstad CPE values diversity and promotes equality. No terminology in this advert is intended to discriminate against any of the protected characteristics that fall under the Equality Act 2010. We encourage and welcome applications from all sections of society and are more than happy to discuss

reasonable adjustments and/or additional arrangements as required to support your application. Candidates must be eligible to live and work in the UK. For the purposes of the Conduct Regulations 2003, when advertising permanent vacancies we are acting as an Employment Agency, and when advertising temporary/contract vacancies we are acting as an Employment Business. skillsbuilding services,building maintenance,commercial qualifications 17th editioneducation asset degree

[Apply Now](#)

Cross References and Citations:

1. [AdministrationLogisticsjobs Jobs AbingdorLogisticsjobs ↗](#)
2. [AdministrationGardeningjobsJobs AbingdorGardeningjobs↗](#)
3. [AdministrationSearchcanadajobs Jobs AbingdorSearchcanadajobs ↗](#)
4. [AdministrationAttorneyjobsJobs AbingdorAttorneyjobs↗](#)
5. [AdministrationSearchaustralianjobsJobs AbingdorSearchaustralianjobs↗](#)
6. [AdministrationNewzealandjobs Jobs AbingdorNewzealandjobs ↗](#)
7. [AdministrationGamejobs Jobs AbingdorGamejobs ↗](#)
8. [AdministrationThechatgptjobs Jobs AbingdonThechatgptjobs ↗](#)
9. [AdministrationPolandjobs Jobs AbingdorPolandjobs ↗](#)
10. [Administration GeologyjobsJobs AbingdorGeologyjobs↗](#)
11. [Administration Industryjobsearch Jobs AbingdorIndustryjobsearch ↗](#)
12. [Administration AttorneyjobsJobs AbingdorAttorneyjobs↗](#)
13. [Administration Southkoreajobs Jobs AbingdorSouthkoreajobs ↗](#)
14. [Administration HollywoodjobsJobs AbingdorHollywoodjobs↗](#)
15. [Administration Economicjobs Jobs AbingdorEconomicjobs ↗](#)
16. [Administration Federaljobs Jobs AbingdorFederaljobs ↗](#)
17. [Administration Graduatejobsnearme Jobs AbingdorGraduatejobsnearme ↗](#)
18. [Administration Taiwanjobs Jobs AbingdonTaiwanjobs ↗](#)
19. [Administration Jobs Abingdon ↗](#)
20. [AMP Version of Administration ↗](#)

21. **Administration Abingdon Jobs** ↗
22. **Administration Jobs Abingdon** ↗
23. **Administration Job Search** ↗
24. **Administration Search** ↗
25. **Administration Find Jobs** ↗

Source: <https://uk.expertini.com/jobs/job/administration-abingdon-randstad-797-382676/>

Generated on: 2024-05-05 by Expertini.Com