

## Administration

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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 £,28000 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 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:

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This role will be based on site at the client's premises in Bristol.

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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.

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**skills**

building services,building maintenance,commercial

**qualifications**

17th edition

**education**

asset degree

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