

# Facilities Co-ordinator

## ROLE PURPOSE

This role is based on one of our client sites In Glasgow and you will be responsible for supporting the day to day operational activities. Within the role you will support the Facilities Manager in having full responsibility for any Instant services delivered on site and a full understanding of client requirements ensuring that services are delivered to time and budget.

You will integrate seamlessly with the client FM team while still adhering to Instant's values and keeping an eye on the commercial aspects of the contract.

## KEY RESPONSIBILITIES

- You will support the Facilities Manager in both hard and soft services delivery on site including managing outsourced service providers.
- You will deal with facilities requests, with the ability to prioritise both planned, preventative and reactive maintenance and ensure the smooth operation of the building and its services.
- You will conduct regular building walk rounds and audits, identifying any areas that require maintenance or repair and liaise with the Facilities Manager to arrange to have the works completed following the process from obtaining quotes to raising Purchase Orders and arranging for the works to be completed ensuring that all relevant PTW and RAMS are in place.
- You will be responsible for carrying out the weekly fire alarm test ensuring that all records are kept up to date
- You will support the Facilities Manager and client to ensure that all H&S requirements are met and carried out in a safe and timely manner and in accordance with statutory and company processes.
- You will maintain a good relationship with the building Landlord as necessary and be responsible for procurement of small items / services
- You will build and maintain relationships with the client on site.
- You will support the Facilities Manager ensuring that the site is staffed in all areas (soft services) audits and daily checks are carried out and that the site runs smoothly and to the agreed service level agreements in place.
- You will ensure that all H&S related documentation is up to date.
- You will ensure that all maintenance records are up to date

## BACKGROUND AND EXPERIENCE

- You will have a minimum of 1 – 2 years' experience in a similar role
- You will have good working knowledge of H&S in the work place
- As a direct point of contact with the client you should be able to build and maintain relationships, acting in a pro-active and professional manner with the ability to solve problems and think on your feet.
- You will be outgoing and personable and be confident with administration tasks and have experience in Microsoft Office packages.
- You will have a proven ability to work unsupervised.
- You will be flexible as limited out of hours working may be required.
- You will ideally be IOSH qualified.

# Working at Instant

## About The Instant Group

Founded in 1999, The Instant Group is a workspace innovation company that rethinks workspace on behalf of its clients injecting flexibility, reducing cost and driving enterprise performance. Instant places more than 7,000 companies a year in flexible workspace such as serviced, managed or co-working offices including Sky, Network Rail, Capita, Serco, Teleperformance, Worldpay, and TMF making it the market leader in flexible workspace.

Its listings' platform [Instant Offices](#) hosts more than 12,000 flexible workspace centres across the world and is the only site of its kind to represent the global market, providing a service to FTSE 100, Fortune 500, and SME clients. With offices in London, Newcastle, Berlin, Haifa, Dallas, New York, Miami, San Francisco, Hong Kong, Sydney, Singapore, and Kuala Lumpur, The Instant Group employs 230 experts and has clients in more than 150 countries. It has recently been included in the 2018 Sunday Times' HSBC International Track 200.

## A business is only as good as its people

It's not all noses to the grind-stone though; Instant is a fun and dynamic place to work, where colleagues support one another and where the next social event is always just round the corner. We have been rated as one of the best small companies to work for and as one of the top companies with the fastest-growing international sales by the Sunday Times and are committed to continuing to make Instant a great place to build a career.

Instant is a values-driven organisation. We adopt and live by our values:

- We are passionately client focussed 24/7, 365
- We operate with integrity and a sense of fun
- We build long term client relationships based on trust
- We question convention with the desire to improve performance
- We collaborate in teams to create solutions that solve client problems
- We strive for excellence in all that we deliver
- We attract and develop the most talented people

We are a fast growing business with an exciting and vibrant atmosphere, where staff are encouraged to think for themselves and are rewarded for contributing to our success.

To support our ambitious growth plans, we want to attract and develop the best people – resourceful, committed individuals with relevant experience and a client-centric mindset.

## The details

We pay market salaries and the right person will be offered a package according to their experience.

You will work 9am to 6pm Monday to Thursday and 9am to 4pm on Fridays.

## For more information please contact Alice Mitchell:

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