

Job Title: Facilities, Environmental and Sustainability Assistant

Overview of role:

This role includes:

- Supporting the FES Manager in the management of the facilities across all ILG sites
- Manage day to day administration of compliance documentation

Facility's Assistant role:

- Ensure issues are logging on the HSFI Log and issued to the relevant contractor, monitor repairs, and update accordingly
- Ensure regular inspections & servicing are scheduled and undertaken, issues are logged and monitored until resolved and records are maintained as appropriate
- Ensure all search records are logged
- Provide support and organising contractors to undertake routine maintenance and liaise with relevant contractors in emergency call outs
- Assist with site visits and audits
- Liaise with suppliers and contractors
- Review and update preferred contractors' documentation
- Provide support on insurance questionnaires and site visits
- Support in the opening of new facilities and any upgrades
- Assist FES Manager in undertaking routine inspections and follow ups
- Assist with obtaining quotations and raising PO were appropriate

Environmental & Sustainability Role:

- Support the ILG Green committee and Steering Group Coordinate, ensuring issues are managed and followed up through Managers, Team Leaders and Green Champions.
- Act as secretary to ILG's Green committee producing agenda and minutes
- Update and maintain compliance records for certification audits
- Assist the FES Manager in collecting data to produced reports
- Assist in working towards ILGS Green promise and Green Targets
- Testing and researching new initiatives to improve on our sustainability
- Assist with training and advise on waste management throughout our sites
- Assist with site audits

Selection Criteria:

- Previous experience of facilities management (desirable)
- Previous experience of an EMS (desirable)
- Proven administrative/ secretarial ability (essential)
- Must be mobile to travel to all ILG sites (desirable)
- Methodical and able to demonstrate the ability to prioritise workload and tasks (essential)
- Forward thinking with the ability to “think on your feet”
- Able to deal with emergency situations (essential)
- Accurate, demonstrating attention to detail (essential)
- Experience of working to a budget (desirable)
- Strong MS Office skills, particularly Excel and Word