**Facilities /Assistant Facilities Manager**

**Cambridge**

**Role Description**

The role of Facilities /Assistant Facilities Manager will work with the maintenance team of the business to provide hard services management to a range of clients on a varied portfolio of buildings.

The successful candidate will be an enthusiastic and well organised individual with excellent organisational and administration skills working in a fast pasted and varied environment across several sectors including pharmaceutical, healthcare and education. The candidate will have exceptional attention to detail along with a willingness to personally develop within a team in this supporting function. The key responsibilities will include:

* Reporting to the maintenance and small works operations and contract managers.
* Client facing and Pro-active.
* Able to produce written reports and experience of reporting on KPIs.
* Minimum 2 years’ experience in a similar role.
* A good understanding of a building services discipline (Ideally mechanical or electrical).
* A good understanding of current health and safety requirements and the ability to write and review job specific RAMs.
* Experience of working with a vastly experienced inhouse engineering team.
* Ability to instruct and report on subcontractors and suppliers.
* Ability to produce remedial repair quotations in conjunction with the engineering team.
* Knowledge of SFG20 desirable.
* Proficient in excel, word and outlook.
* The ability to work well under pressure and to tight deadlines
* Other undefined support requirements appropriate to the skillsets of the individual.

The successful candidate can expect the following rewards.

* Salary range £ 32-37K depending on experience.
* 25 days annual leave + Public holidays (rising after 3 years service)
* Entry into the company pension scheme.
* Entry into the company health scheme.
* Discretionary annual bonus
* Mobile phone, laptop.
* Company vehicle.
* Further Professional development whilst working within highly experienced team.

<http://www.munrobuildingservices.co.uk/careers/vacancies.php>