

Vacancy:

FACILITIES ASSISTANT (FIXED TERM CONTRACT)

Location:

Berkswell CV7



What is HS2?

HS2 is a brand new, low carbon high-speed railway critical in supporting the UK's economic growth and tackling climate change. It will provide much-needed rail capacity and is integral to increased economic growth – helping to improve connectivity, create jobs and support the UK economy. Construction of HS2 is underway and the project is already supporting thousands of jobs and businesses around the country.

Role Purpose:

The Facilities Assistant will carry out basic admin duties such as covering reception and ensuring that offices are maintained to an excellent standard.

Accountabilities:

There will be a wide range of duties including:

- Working at the reception desk and acting as the first point of contact for visitors and employees.
- Ensuring visitors receive the safety briefing for the office.
- Proactively identifying and reporting repairs, maintenance and cleaning issues.
- Carrying out building safety inspections with the Senior Office Managers.
- Completing cleaning audits as required.
- Dealing with incoming and outgoing mail and deliveries.
- Assisting in general admin support duties such as booking travel and accommodation as required.
- Ensuring that all stationery supplies are stocked, kitchen consumables are topped up throughout the day and printer stations are full.

Skills/Experience:

The following skills and experience are required:

- IT literate with a good working knowledge of Microsoft 365 including Excel.
- Excellent verbal and written communication skills.
- Confident in dealing with people at all levels.
- Ability to work remotely and manage varying workloads.
- Exceptional customer service skills.



TO APPLY:

Candidates must register their interest using the link below:

<https://forms.office.com/e/pk4aWbEeCH>



Balfour Beatty



Working in
partnership with

HS2