



Facilities Co-ordinator - JCB Finance Ltd

We are looking for an enthusiastic and practical individual, to be based at our office in Rocester, Staffordshire

Job Role

Reporting to the Head of Business Services, duties include:-

General maintenance, house-keeping and upkeep of our 3-storey office building, internal post room duties, ordering office consumables, co-ordinating external contractors and trades, key holder responsibilities and assisting with Health & Safety compliance and testing.

Skills & Experience

- Ideally suited to candidates with previous experience in a maintenance, engineering or a similar environment.
- Computer skills – e-mail (Outlook) and Word are useful but training can be provided.
- A driver's licence and own transport is desirable due to the office location and requirement to carry out local errands using the pool car.

Working hours

Up to 29 hours per week, 7.30 am to 2.00 pm (45 mins lunch) - Mondays to Fridays. Consideration will be given to alternative work patterns/hours for suitable candidates.

Person Specification:-

- Honest, enthusiastic, hard working.
- Team worker who is self-motivated and proactive.

Pay & Benefits

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| <ul style="list-style-type: none">• Competitive salary.• Permanent contract.• Discretionary bonus scheme• 25 days holiday per annum plus Bank Holidays (and up to 5 service days after eligibility)• Pension scheme – subject to eligibility | <ul style="list-style-type: none">• Private healthcare scheme – subject to eligibility• Employee loan scheme• Subsidised dental care and gym facilities• Free parking |
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To apply please visit www.jcb-finance.co.uk/careers. To download our application form and/or your CV - please use our secure on-line portal. Please phone 01889 594132 for more details or to request an application pack to be posted.

Employment is subject to satisfactory pre-employment checks including references, Credit Reference Agency and Basic Disclosure check (DBS) and qualifications. JCB Finance Ltd is authorised and regulated by the Financial Conduct Authority (Firm reference number: 708332)