

JOB

DESCRIPTION

Job Title:	Compliance & Helpdesk Administrator
Department:	FM Capita
Reporting to:	Helpdesk Team Leader
Responsible for (staff):	N/A
Location:	Hillington, Glasgow
General Purpose of Role:	A key position to support the Compliance and Helpdesk teams in end to end planning, scheduling and delivery of planned and reactive maintenance, including tracking to completion remedial works and associated certifications.

ACCOUNTABILITIES

- Planning and tracking of CPPM/PPM works to completion
- Planning and tracking of associated Remedial works to completion
- Vetting of engineer and sub-contractor paperwork
- Uploading Compliance certification to the CAFM system
- Uploading and managing the E Log Books Compliance certification
- Compliance reporting for Regional Management, including CPPM/PPM Status and Remedial Status
- Ownership of the Compliance mailbox and managing Compliance related queries
- Provision of holiday / absence cover on general FM Helpdesk administration where required

KNOWLEDGE AND SKILLS

- Excellent organisational and administration skills
- Ability to communicate effectively with a wide range of people, both verbal and written
- Team player with strong inter-personal skills
- Ability to work under pressure and in a fast-paced environment
- Knowledge and experience of Compliance within the FM environment beneficial
- Knowledge and experience of Planned Maintenance within the FM environment beneficial
- Confidence to challenge to ensure accuracy of information
- Attention to detail on a day to day basis
- Good IT awareness and strong skills in the use of MS Office (Excel, Word, etc)