

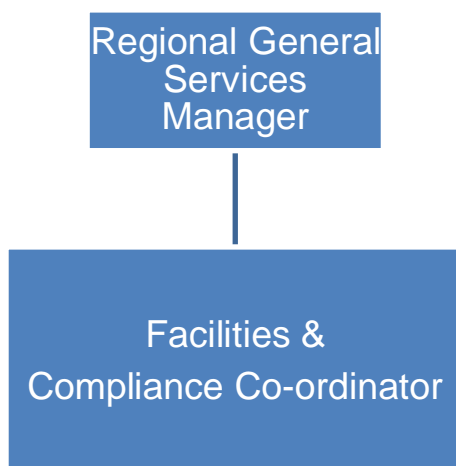
# JOB DESCRIPTION

Function:	Sodexo Facilities Management		
Position:	FACILITIES & COMPLIANCE CO-ORDINATOR		
Job holder:	Signature:		
Date (in job since):	December 2021	Date:	
Immediate manager:	General Services Manager		
Additional reporting line to:	Sodexo Account Team – JM contract		
Position location:			

## 1. Purpose of the Job

To ensure that all aspects of FM tasks are allocated, completed and updated on system. To support the GSM in all administration related to the delivery of the facilities services delivered on-site. This will involve working with on-site Sodexo team, Senior Sodexo Management, client staff and sub-contractors.

## 2. Organization chart



### 3. Main assignments – Indicate the main activities / duties to be conducted in the job.

The following list is not exhaustive and other duties and responsibilities of a similar nature may be required from time to time:

- To issue works instructions received from our client to approved contractors in order for them to quote
- To meet and host any contractor visits required to produce quotes, including arranging for the necessary communications and security controls.
- To deliver site inductions to contractors and employees.
- Issue permits to contractors and employees when necessary.
- To prepare Sodexo quotations for works for submission to the client and support with business case presentations for projects.
- To follow up work in progress and update on in-house system.
- Provide, as requested updated information to the Client, or management.
- To support the General Services manager by analyzing the financial data to control the costs against budgets.
- Provide information and to assist in the compiling of monthly report.
- Manage the Sodexo help desk operation, assigning and closing out jobs.
- Liaise with suppliers and vendors to ensure timely receipt and processing of invoices.
- Liaise with site team to ensure timely distribution of reports and follow up required to achieve timely close out of actions.
- Deliver mandatory and job-related training sessions to frontline staff, maintaining accurate training record cards.
- Ordering of stock of consumable items and assisting with stock take when necessary.
- Support the site GSM / management team in general administrative duties involved with the contract scope on site.

### 4. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- All maintenance tasks issued are completed in a timely manner and closed off by the deadline according to the SLAs.
- All asset information is updated regularly
- All departmental administration is completed on time
- Ensure statutory compliance records are maintained
- To ensure all stakeholders receive correct, timely communication
- Training Record Cards are maintained
- Near Misses, Accidents and Safety Walks are reported through the correct channels
- Spending is in line with agreed budgets using nominated suppliers
- Stock levels are maintained appropriate for business volumes
- At least the minimum KPIs are achieved each month
- Site security and safety controls are in place and permits issued in advance of works being conducted

### 5. Person Specification – Indicate the skills, knowledge and experience that the job holder should require to conduct the role effectively

- **Essential:**
- Have a good basic education, with good written and spoken English and basic mathematical skills.
- A keen eye for detail

- Experience in the operation of asset management systems.
- Proven experience in office administration
- Skilled and experienced in office software packages e.g. Excel, Powerpoint and MS Office tools, ability to produce reports, spread sheets and presentations
- Strong interpersonal skills enabling ongoing positive relations with all stakeholders
- Be a team player with a flexible and adaptable approach.
- Excellent planning and organizational skills
- Be able to provide both summarized and detailed reports, on current operations department activities when requested to do so.
- Ability to be on location by at least 8.00am Monday to Friday

**Desirable:**

- Working knowledge of facilities services
- NVQ or similar in Business Administration or Facilities Management Level 2.
- IOSHH Managing/Working Safely
- COSHH controls
- Experience in leading and motivating teams
- First Aid training
- Experience in delivering training sessions to frontline staff