## Full Job Description

**Sodexo P&G Newbridge are currently recruiting a Facilities Coordinator.**

**Contract Type:**Permanent Full time

**Hours per week:**39 hours per week

We currently have an opportunity for a Facilities Coordinator to join our team. This is a great opportunity for a customer focused individual to join a world leading food and facilities management company, which can offer unrivalled opportunities for career progression.

**Location:**

The position will be based in Newbridge, Co. Kildare.

**Role Summary:**Carry out and organise all maintenance related duties as part of the team in all areas of the premises. The Facilities Coordinator is responsible for managing of painting, decorating, gardening, waste disposal, carpentry, plumbing and general repairs. Ensure all tasks are completed in compliance within the Health, Safety and Fire regulations, best practice and available resources.

**Duties & Responsibilities will include but not limited to:**

* Logging call outs and generating jobs for contractors via our internal system, scheduling jobs and liaising with Client for access.
* Responsible for scheduling all reactive and planned maintenance tasks with contractors, including tracking the progress of works and following up on service report sheets for any further works noted.
* Liaising with subcontractors to obtain quotes and carry out works, creating work orders within our system, and issuing prior to commencing work
* Requesting and reviewing RAMS when applicable and saving copies for audit purposes.
* Providing administrative support to GSM and Client by way of generating and preparing documents as and when required.
* Ensuring all correspondence, complaints & enquiries are addressed and filed in a timely manner.
* Ensure a high level of personalised customer service is received at all times.
* To be prepared to work on any Sodexo, projects and initiatives at short notice to support the changing needs of the business.
* Liaise with the Management team on a daily basis to prioritise maintenance requirements for the premises.
* Ensure all work carried out is removed from the list and marked as completed.
* Complete weekly, monthly and annuals maintenance checks and audits, complete corrective actions within given timeframes and follow up accordingly.
* Coordinate contractors and have a full understanding of the maintenance contracts in place with the relevant companies
* Ensure compliance with Health, Safety and Fire regulations at all times.
* Report any incident/hazards to the relevant parties, ensure corrective action is taken and that it’s logged in the maintenance log.
* Ensure full availability to support, assist, and oversee any emergency maintenance related situation on the premises.
* Assist and support the management team during internal and external audits/inspections.
* Must be available to work various days, evenings and weekend shifts when required.

**Skills and Experience:**·

* Good working knowledge of painting, decorating, gardening, waste disposal, carpentry, domestic plumbing, and general repairs is essential.
* Previous working experience within a manufacturing setting is desirable.
* ﻿Full Irish Driver’s License is essential
* Be computer literate (excel, word, email applications)
* Knowledge of the maintenance and building industry (Essential)
* Strong communication skills.