



Facilities Administrator

SHORT DESCRIPTION

A new position has opened within a centralised Support Services department supporting Ion Science Ltd and the Butts Business Centre Ltd reporting to the Support Services Manager. This is a varied and key role supporting a vastly growing global manufacturer. Based at the Fowlmere head office in a state of the art facility homing all departments from Innovation through to production.

This role is ideal for anyone seeking a career in administration with or without proven experience. Key qualities in a successful candidate would be to hold a 'can do' attitude, willingness to learn and a clear advocate of our company values and employee friendly ethos.

CONTACT DETAILS

Name: Deborah Norris

By what method:

Email: Deborah.norris@ionscience.com

Tel: 01763 207255

THE ROLE

This role will report to the support services manager and will involve the following

- Admin support for the facilities team
- Maintaining computer support list
- Maintaining and distributing lockers
- Gathering quotes for jobs
- Ensuring purchases are made through the correct company
- Assisting to file and maintain H&S information for the facilities department
- Maintaining the cleaning schedule with the facilities team
- Manage & distribute post
- Manage own and departmental emails
- Answer main line incoming calls and deal with appropriately
- Welcome visitors and provide refreshments
- Any other duties as requested.

THE PERSON

This is a hands on role and the person will be

- Strong Administration skills
- MS office skills
- Excellent interpersonal and customer facing skills
- Strong communication skills both written and verbal
- The flexibility and willingness to learn
- Enjoy working with others and be part of a growing team
- The ability to work accurately with attention to detail

BENEFITS

- 25 days holiday + bank holidays increasing with service
- Pension scheme
- Life Assurance Scheme
- Private Medical Insurance
- Bike Purchase Scheme

Working Pattern

Monday to Thursday 8.30 – 17.00

Friday 8.30 – 15.45

Full time (part time can be considered)

Permanent position

LOCATION

This role is based at the Ion Science head office, located in Fowlmere, 10 miles south of Cambridge.

This role requires for you to be on site