



## **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](mailto: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