



QuestGates Careers and Vacancies

ROLE: Facilities/Procurement Administrator

DIVISION: Central

LOCATION: Flexible

We are looking to recruit a Facilities/Procurement Administrator to oversee the lifecycle of buildings and maintenance facilities across the business, to include the coordination of suppliers and their contracts and support our finance team in the purchasing process.

You will have the opportunity to play an instrumental part in shaping the role throughout a period of significant growth and use your knowledge and organisational skills to assist and support our IT and Finance functions.

The role involves:

- Coordinating and planning essential business services such as maintenance, archiving, mailing, cleaning, waste disposal and security
- Ensuring buildings and facilities meet with the required Health & Safety requirements and Government legislation
- Monitoring suppliers to ensure services/work is completed satisfactorily
- Responding to emergencies in the workplace e.g. Power failure and dealing appropriately
- Maintain inventories in relation to service/supplier contracts across the business
- Support the business specialists in the sourcing/renewal of suppliers/service contracts
- Coordinate and maintain the sub-contractor database for the business, working together with HR and operational staff to ensure that the on-boarding process is correctly followed and that all contractual and legislative requirements are in-place
- Ordering of supplies e.g. stationery and office supplies for our offices and teams of remote workers
- Central booking of hotels, travel and refreshments for meetings/training
- Ad-hoc duties as required to support the finance team and wider central services functions



Essential Skills:

- Communication skills, both verbal and written
- Time management
- Ability to manage a varied workload
- Decision making and teamwork
- Problem solving
- Attention to detail and customer service skills
- Organisational skills
- IT skills- proficient in using various packages
- Compliance with company policies and procedures

The Package:

- Competitive salary
- Contributory pension
- Performance related bonus
- Flexible benefits schemes
- Birthday holiday
- Share purchase scheme
- Employee Assistance Programme
- Online Health & Wellbeing Resource

Hours of work:

Standard working week is 35 hours, Monday to Friday with flexibility.

Closing Date for Applications:

Close of business 21st January 2022

Contact Details:

If you would like further information about this vacancy or wish to apply please contact Julie Kelly on 07966 136242 or email HR@questgates.co.uk by the closing date.