

Facilities Assistant

London

FirstBank UK is a globally recognised, successful bank who provide world-class services to various institutions and individuals. Offering a comprehensive range of retail and corporate financial services/products, this thriving business boasts over 10 million active customers in over 700 business locations. Due to continued expansion, we are now looking to recruit a **Facilities Assistant**.

The primary objective of this role is to support the Head of Facilities & Administration to plan ahead and deliver our facilities/office strategy in line with our long-term goals.

Within this role you will be responsible for the delivery of an effective and compliant facilities management service through suppliers and consultants, across hard and soft services in the Bank's 5 leases in the London office, with sporadic assistance/oversite of work in our Paris and Lagos Rep Offices.

Key Responsibilities of the Facilities Assistant:

- **Facilities Management** - Responsibility for the facilities helpdesk including liaising with site management and external contractors. Deputising for the Head of Facilities & Administration in their absence.
- **Office Management** - ordering, stock checking and maintenance of the supplies of stationery and refreshments for the Bank.
- **Health & Safety** – Supporting with managing the office health and safety compliance ensuring a safe environment and completing necessary Risk Assessment and action plans
- **Administration** - Managing departmental invoices, ensuring they are within agreed spend and processed on SAP Concur for prompt payment.
- **Ad-Hoc Duties** - Working closely with all departments & Occasional cover for Front of House and Cashier Service

Key Skills/Experience:

- Several years Facilities Management experience, preferably within a Financial Services company
- Basic knowledge of the following areas to manage contractors dealing with: Mechanical issues, security, plumbing and Waste Management
- Strong Administration experience including collating reports
- Excellent communication skills
- DSE Assessor training / First Aid Certificate / IOSH/NEBOSH - Desirable

In return we offer a fantastic benefits package including:

- Up to 10% employer pension contribution
- Life Assurance Cover
- Income protection
- Virtual GP Service
- Private Medical Insurance plan – applicable following successful probation period

- Health Care cash plan – applicable following successful probation period
- Contribution to glasses/contacts and eye testing
- Gym subsidy (up to £50 per month)
- Cycle to work scheme.
- Employee Assistance Program
- Interest Free season ticket loan for travel
- Birthday Leave
- 25 days annual leave, rising to 28 after 3 years and 30 after 8 years' service.
- Give As You Earn (GAYE)
- Employee Assistance Programme

First Bank is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

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