

## Facilities Assistant

Wallacespace provides brighter thinking spaces for off-site meetings, training, workshops and events. Founded in 2002, we now have 4 beautiful buildings in Central London, each welcoming up to 200 clients per day. The success of our business is rooted in the strong relationships we have with our clients. Beyond the spaces we offer, we aim to delight with our can-do attitude and proactive service. Everyone who works at wallacespace shares this objective; our whole being is client centric.

### About the Facilities Assistant role

You will be the go-to person for all cleaning issues, always keeping our spaces tidy. You will work closely with the other Facilities Assistants, take direction from the Building Services Co-ordinators & Centre Managers, and report into the Head of Facilities & IT.

### About you

We're looking for an individual who is proven experience in a Facilities role, is creative but logical, meticulous and in addition displays the following qualities;

- Personable & presentable
- Positive: can-do & do-do attitude
- Friendly & approachable
- Ability & willingness to pitch in
- Common sense
- Ability to think on your feet to solve issues & improve how the spaces look
- Great eye for detail & very well organised
- Good standard of written & verbal English

We love people who never use the words 'it's not my job'. If this is you, come and work for one of the leading brands in venues and conferencing.

### About the role

Creating and upholding high standards of service

- Taking ownership of your building and keeping it looking its best for clients.
- Keeping an eye out for how to improve the building whilst keeping it on brand. I.e. suggesting new cushion covers.
- Washing, dusting, polishing, vacuuming & sweeping.
- Keen eye for detail.
- Laundry & a minimal amount of ironing.
- Looking after our flowers & plants.
- Ensuring our rooms are set up correctly & presentable every morning
- Happy to get stuck in to fixing things, replacing light bulbs, painting touch ups etc

Keeping the building stocked with toiletries, laundry products, light bulbs etc.

- Monitoring stock levels

#### Communication with external providers

- Supervising our cleaners
- Setting up periodical cleaning

#### Health & Safety

- Supporting the Building Service Co-ordinator with ensuring the building is compliant.
- Ensuring COSHH regulations are met in your building

#### Facilities

- Supporting with facilities administration for the building when require

#### Desirable skills:

- Fixing, painting, electrics etc
- IOSH

#### What we offer

- Free Lunch. At Wallacespace our food not only tastes great, it is designed to help our clients stay focused + more productive, so we'd be missing a trick if we didn't share it with our teams.
- Bonus scheme
- Life assurance and pension scheme
- Access to travel loans + cycle to work scheme

#### *In addition to some great day to day benefits Facilities Assistant*

- £20k - £22k per annum (depending on experience)
- 25 days holiday + bank hols

We welcome applicants from all backgrounds. However, in line with the Asylum & Immigration Act we do require that you must be eligible to live & work in the UK.